EQUIP AUTO 2015

FROM 13 TO 17 OCTOBER • PARIS NORD VILLEPINTE EXHIBITION CENTRE • FRANCE

INTERNATIONAL EXHIBITION FOR AUTOMOTIVE AFTERSALES AND SERVICES

Exhibitor's Guide

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The place to be

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EQUIP AUTO Contacts

Organised by COMEXPOSIUM

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romain.vasseur@comexposium.com

Consult the list of the different suppliers in your Exhibitor Area **services.equipauto.com** **section "Practical Information / List of the suppliers".**

Useful phone numbers

EQUIP AUTO	services@equipauto.com
For any information contact **the hotline**	
HOTLINE : +33 (0)1 40 68 23 00 **from Monday to Friday, 9.00 am to 6.00 pm**	

Architectural control office (layout plan approval)	**DECO PLUS**	1, rue Paul Delaroche 75116 Paris - France Tél. : +33 (0)1 47 63 94 84 Fax : +33 (0)9 57 44 80 92 Contact : Wilfrid TOUGARD E-mail : w.decoplus@free.fr
Slings and lighting bridges	**VERSANT ÉVÉNEMENT**	Melika DALLA Tél. : +33(0)6 22 36 06 32 E-mail : comex@alpinistes.com
Fire safety	**CABINET WATTEAU**	41, rue Lazare Carnot 77340 Pontault-Combault - France Tél. : +33 (0)6 85 94 49 57 Fax : +33 (0)1 70 10 40 11 Contact : Philippe WATTEAU E-mail : philippewatteau@numericable.fr
French customs	**INFO DOUANES SERVICE**	Depuis la France : 08 11 20 44 44 (0,06 €/mn) Depuis l'étranger : +33 1 72 40 78 50 Site internet : www.douane.gouv.fr
Copyright	**SACEM**	Délégation Régionale de St Gratien 16 avenue Gabriel Péri - BP 103 95210 St Gratien – France Tél. : +33 (0)1 76 76 74 80 Site internet : www.sacem.fr
Accommodation	**A.T.I.**	8 rue de la Terrasse 75017 Paris - France Tél. : +33 (0)1 40 54 64 00 Fax : +33 (0)1 44 05 01 48 E-mail : equipauto@atibooking.com Site internet : www.atibooking.com
HSP coordinator	**DOT**	81 rue de Paris 92100 Boulogne-Billancourt - France Tél : +33 (0)1 46 05 17 85 E-mail : sps@d-o-t.fr
TVA refund	**TEVEA INTERNATIONAL**	29-31 rue Saint Augustin 75002 Paris – France Tél. : +33 (0)1 42 24 96 96 Fax : +33 (0)1 42 24 89 23 Contact : Antonella POLI E-mail : mail@tevea.fr Internet : www.tevea-international.com
Fitted stands	**GL EVENTS**	Tél : + 33 (0)1 60 21 25 25 Contact : Kathy ASCENSAO E-mail : kathy.ascensao@gl-events.com

Contacts (cont.)

Catering: delivery on stand	**ELIOR**	Parc des Expositions - Paris Nord Villepinte B.P. 67134 Villepinte 95976 Roissy Charles de Gaulle Cedex - France Tél. : +33 (0)1 48 63 32 00 Contact : Emmanuelle THIAULT E-mail : emmanuelle.thiault@elior.com Internet : www.elior-parcexpos.com
Catering: delivery on stand	**HORETO**	Parc des Expositions - Paris Nord Villepinte B.P. 60136 Villepinte 95976 Roissy Charles de Gaulle Cedex - France Tél. : +33 (0)1 48 63 32 99 Contact : Olivier COMBASTEL E-mail : ocombastel@horeto.com Site internet : www.horeto.com
Catering (caterer declaration)	**VIPARIS**	Tél. : +33 (0)1 40 68 14 46 Contact : Myriam MOTTIN E-mail : myriam.mottin@viparis.com
Customized stands	**DECORAMA**	Contact : Guillaume ROUSSEL Tél. : +33(0)1 45 15 24 00 E-mail : guillaume.roussel@gl-events.com
Foreign workers declaration	**DIRECCTE**	19 rue Madeleine Vionnet 93000 Aubervilliers – France Tél : + 33 (0)1 70 96 13 00 E-mail : dr-idf.direction@direccte.gouv.fr

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Access conditions - Assembly Opening - Dismantling

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The place to be

Conditions of access
Exhibitors schedule of hours

HINTS: Please give the right address to yours transporters and delivery-man:
Parc des Expositions de Paris Nord Villepinte – Salon EQUIP AUTO 2015
Company name
Hall n°… / Stand n°… (Letter + figure)
ZAC de Paris Nord II – C.D.40 – 93420 VILLEPINTE - France

Parc des Expositions de Paris Nord Villepinte Access

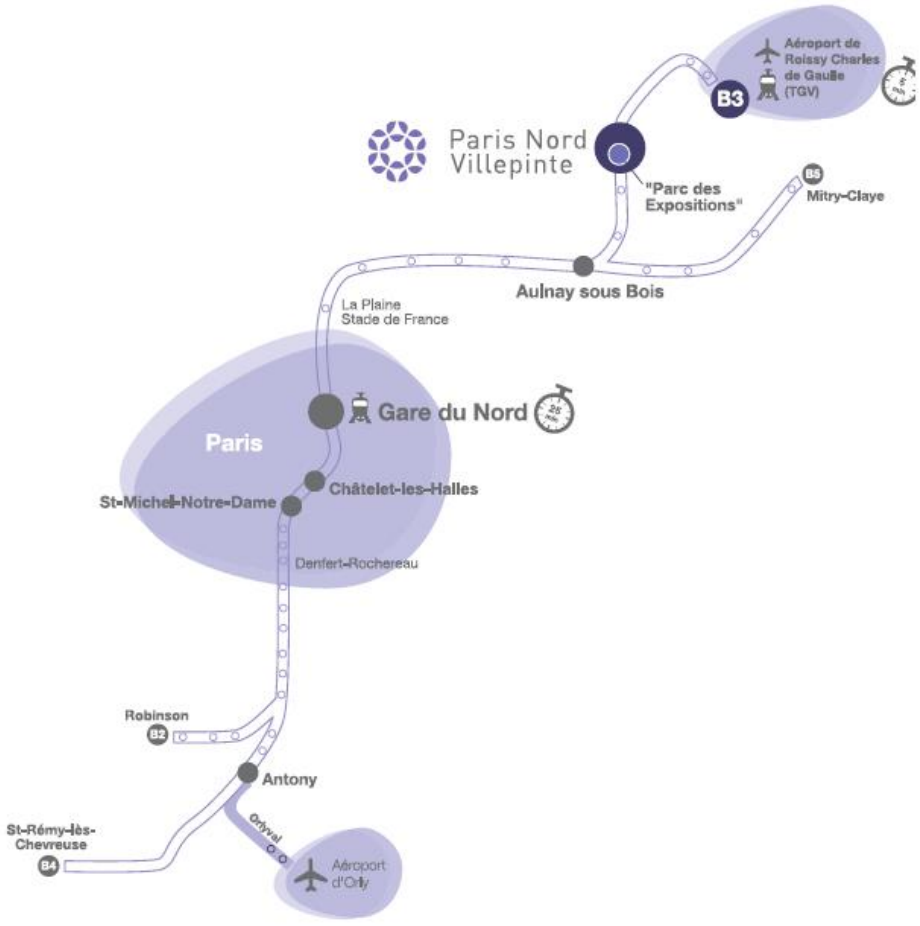
➲ **By RER – Which RER lines should you take?**

*** From Paris, RER B line**, going to Roissy. 19 min from Gare du Nord. 22 min from Châtelet station.

*** From Roissy-Charles de Gaulle airport:**
RER B line, going to Robinson - Saint Rémy les Chevreuse. Get off at the first station "Parc des Expositions" going to Paris (5 min from airport Charles de Gaulle 2)

*** From Orly airport:**
Take Orly-Val and get off at Antony, then take RER B going to airport Charles de Gaulle 2 - TGV, get off at station "Parc des Expositions"

*** Common arrival station**
"Parc des Expositions" on the RER B line.



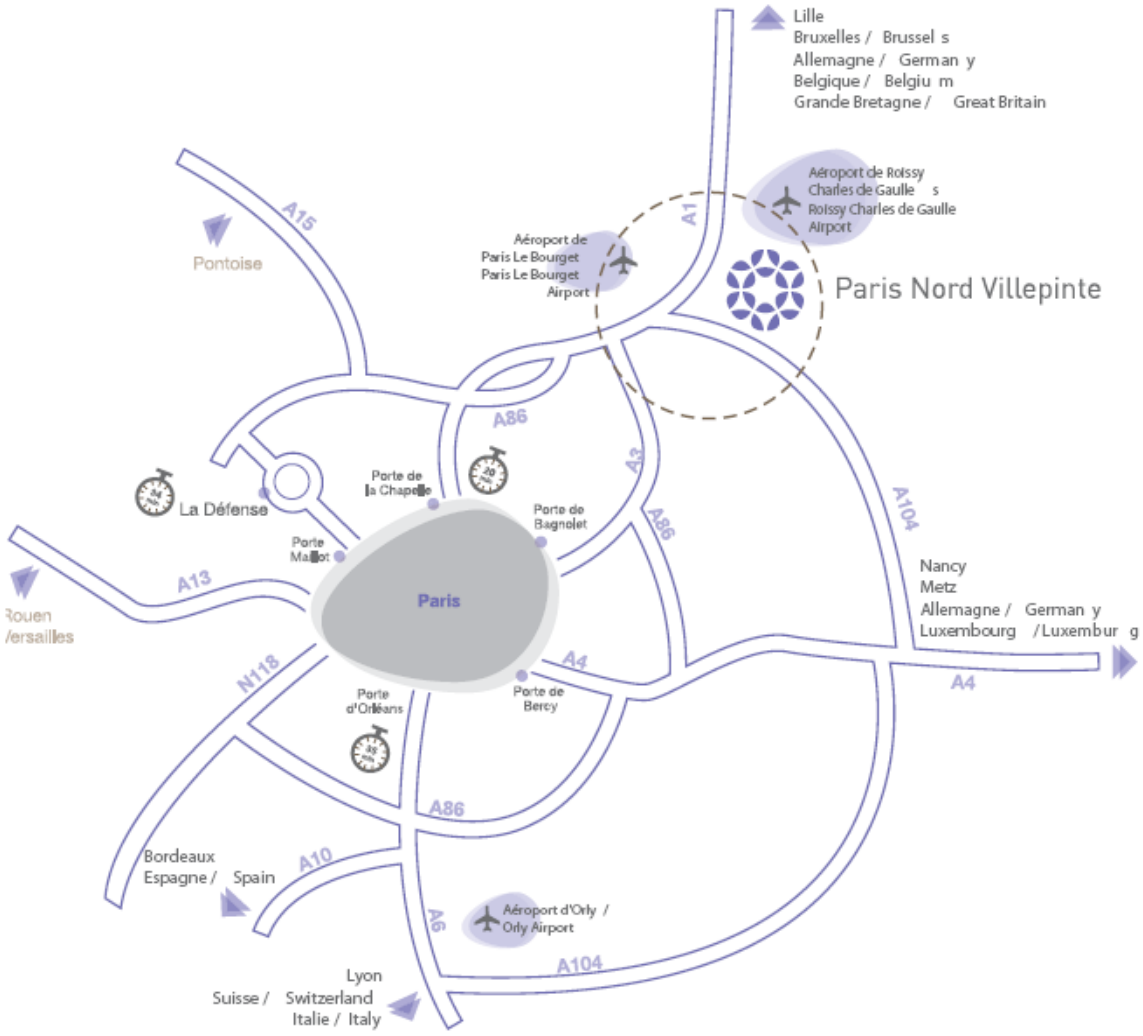
➲ By Road

* From the north of Paris
Motorway A1 or A3, then A104 going to Soissons. Follow the signs "Parc des Expositions".

* From the south of Paris

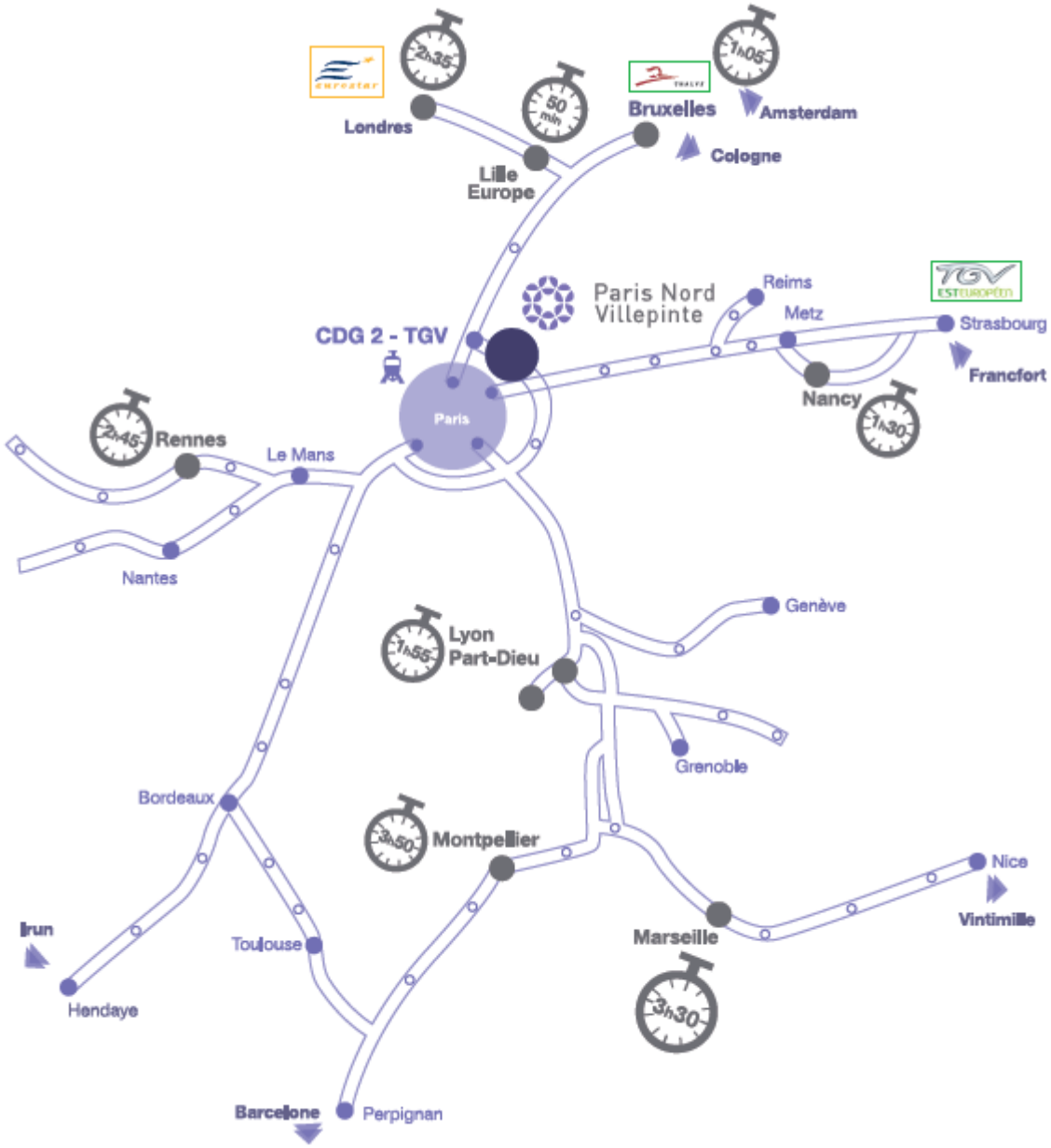
Motorways A86 or A6 going to Paris, then A1 or A3, then access road to A104 going to Soissons. Follow the signs "Parc des Expositions". Then drive to Exhibitors or Visitors car parks.

→ Map out your itinerary on www.mappy.fr



By Train

Please find below the different TGV lines to go to Paris.



➲ By Plane

AIRFRANCE KLM
TRANSPORTEURS OFFICIELS OFFICIAL CARRIERS

Get the best price for your flight with Air France:

Event: **EQUIP AUTO**
Event ID: **24732AF**
Valid for travel **from October 2015, 8th to 22th**
Event location: **PARIS**

Connect to EQUIP AUTO website or to www.airfranceklm-globalmeetings.com to:

- Benefit from preferential fares granted for this event*
- Make your booking
- Issue your electronic ticket*
- Select your seat**

If you buy your ticket via AIR FRANCE & KLM Global Meetings website, your electronic ticket will carry a special mention which justifies the application of the preferential fares.

Should you prefer to make the booking and purchase of your ticket directly with an Air France and KLM sales outlet, you must keep this document to justify the application of the preferential airfares.

Keep this document with you to justify the special fares as you may be asked for it at any time of your trip.

To find your nearest Air France and KLM sales point, please visit: www.airfrance.com or www.klm.com.

Loyalty programs of Air France and KLM partners enable you to cumulate "miles" by using Air France or KLM flights.

** not available in certain countries*

*** subject to conditions*

Traffic and Parking

➲ Traffic

Rules for driving in the Parc des Expositions de Paris Nord Villepinte:

- Respect of the highway code;
- Speed limit: 20 km/h;
- No stopping and no parking in traffic lanes;
- No passenger cars will be allowed into the halls;
- Lorries will be allowed access under specific conditions and subject to traffic control.

We would appreciate it if you could comply with the above regulations and inform your installers, road hauliers and suppliers about them.

Don't forget to give them your stand and hall number.

➲ Parking

During the set-up and dismantling periods, parking will be free of charge in the exhibitors' car parks.

Our advice:

- During the set-up period, avoid the 10.00 am – 1.00 pm time slot
- Avoid deliveries the day before the exhibition opening
- Vehicles should drive away as soon as they have been unloaded

Traffic agents will be present to help you drive and park in the Parc des Expositions de Paris Nord Villepinte. Please follow their instructions carefully

Camping and caravanning are prohibited!

➲ Access, traffic and parking instructions during the exhibition

- Deliveries are authorized from 7.30 am to 8.30 am
- Parking and storage of any sort are not authorized within the Parc des Expositions de Paris Nord Villepinte
- Parking is prohibited in the safety zones when the exhibition is open to the public

NEW: exhibitors e-parking for light and utility vehicles!

These parking tickets will be sent to you per e-mail!

You will be able to order in **"My Store/Parking" section** of your Exhibitor Area.

BEWARE: You will have to pick up visitors and heavy vehicles parking tickets during the set-up of the trade shows at the Exhibitor Service Desk (Hall 5A).

All contravening vehicles will be towed away without prior notice at their owners' risk and expense.

Exhibitors' schedule of hours

ONE-STOP SERVICES PORTAL, SERVICE IMPROVEMENT

Place all your orders, including services provided by the Parc des Expositions de Paris Nord Villepinte, in your Exhibitors Area at **services.equipauto.com / "My store" section**

THE EXHIBITOR SERVICE DESK ON SITE: AN AREA TO PROVIDE YOU THE BEST SERVICE:

The exhibition team will be present at the Exhibitor Service Desk on the ground floor of hall 5A.

Exhibition opening hours and Exhibitors working hours during the exhibition

CAUTION: Hall 4 will close on Friday, October 16th at 6.00 pm

Hall 4

Dates	Exhibition opening hours	Exhibitors working hours during the exhibition	Power supply hours
Tuesday 13th October	9.00 am – 6.00 pm	7.30 am – 7.00 pm	7.00 am – 7.00 pm
Wednesday 14th October	9.00 am – 6.00 pm	8.00 am – 7.00 pm	8.00 am – 7.00 pm
Thursday 15th October	9.00 am – 9.00 pm	8.00 am – 10.00 pm	8.00 am – 10.00 pm
Friday 16th October	9.00 am – 6.00 pm	8.00 am – 6.00 pm	8.00 am – 9.00 pm

Halls 5A and 6

Dates	Exhibition opening hours	Exhibitors working hours during the exhibition	Power supply hours
Tuesday 13th October	9.00 am – 6.00 pm	7.30 am – 7.00 pm	7.00 am – 7.00 pm
Wednesday 14th October	9.00 am – 6.00 pm	8.00 am – 7.00 pm	8.00 am – 7.00 pm
Thursday 15th October	9.00 am – 9.00 pm	8.00 am – 10.00 pm	8.00 am – 10.00 pm
Friday 16th October	9.00 am – 6.00 pm	8.00 am – 7.00 pm	8.00 am – 7.00 pm
Saturday 17th October	9.00 am – 6.00 pm	8.00 am – 6.00 pm	8.00 am – 9.00 pm

Working hours (set-up – dismantling – power supply)

Hall 4

	DATES	EXHIBITOR HOURS	POWER SUPPLY HOURS
SET UP BARE STAND	Saturday 10th October	7.30 am – 7:00 pm	**No power supply**
SET UP BARE STAND FITTED STAND	Sunday 11th October	7.30 am – 8:00 pm	7.30 am – 8:00 pm
	Monday 12th October	7.30 am – midnight	7.30 am – midnight
OPENING	**From Tuesday 13th to Friday 16th October**	**See above schedule**	
DISMANTLING	Friday 16th October	6.00 pm – midnight	6.00 pm – midnight
	Saturday 17th October	8.00 am – 7:00 pm	**No power supply**
	Sunday 18th October	8.00 am – noon	

Hall 5A

	DATES	EXHIBITOR HOURS	POWER SUPPLY HOURS
SET UP BARE STAND	Thursday 8th October	7.30 am – 7:00 pm	**No power supply**
	Friday 9th October	7.30 am – 7:00 pm	
	Saturday 10th October	7.30 am – 7:00 pm	
SET UP BARE STAND FITTED STAND	Sunday 11th October	7.30 am – 8:00 pm	7.30 am – 8:00 pm
	Monday 12th October	7.30 am – midnight	7.30 am – midnight
OPENING	**From Tuesday 13th to Saturday 17th October**	**See above schedule**	
DISMANTLING	Saturday 17th October	6.00 pm – 10:00 pm	6.00 pm – 9:00 pm
	Sunday 18 th October	8.00 am – 7:00 pm	**No power supply**
	Monday 19 th October	8.00 am – 7:00 pm	
	Tuesday 20 th October	8.00 am – noon	

Hall 6

	DATES	EXHIBITOR HOURS	POWER SUPPLY HOURS
SET UP BARE STAND	Friday 9th October	7.30 am – 7:00 pm	**No power supply**
	Saturday 10th October	7.30 am – 7:00 pm	
SET UP BARE STAND FITTED STAND	Sunday 11th October	7.30 am – 8:00 pm	7.30 am – 8:00 pm
	Monday 12th October	7.30 am – midnight	7.30 am – midnight
OPENING	**From Tuesday 13th to Saturday 17th October**	**See above schedule**	
DISMANTLING	Saturday 17th October	6.00 pm – 10:00 pm	6.00 pm – 9:00 pm
	Sunday 18 th October	8.00 am – 7:00 pm	**No power supply**
	Monday 19 th October	8.00 am – 7:00 pm	
	Tuesday 20 th October	8.00 am – noon	

ADVICE: To get power supply outside these hours, don't forget to order **24-hour power supply.**

Set-up – Exhibition – Dismantling

Set up

➲ Availability of stand spaces

Exhibitors and their installers will have access to hall 4 every day from Saturday 10th to Monday 12th October, 2015.
Halls 5A and 6 will be accessible from Thursday 8th and Friday 9th respectively to Monday 12th October, 2015.
For fitted stands, stand delivery will start on **Sunday 11th October, 2015 from 8.00 am.**
Removal of goods and empty packaging should be completed by **Monday 12th October, 2015 at midnight.**

No motor vehicles will be allowed into the halls on Monday 12th October, 2015, on the last day of the set-up period (unless special dispensation is granted by the organizer).

Otherwise, pallets and other identified non removed items will be stored outside the buildings. Their removal and delivery to the exhibitor's stand will be charged to the exhibitor.

Final set-up operations including cleaning should be completed **by Monday 12th October, 2015 at midnight.**

For safety reasons, work in the halls is forbidden outside the specified hours.

➲ Delivery of goods and equipment

Goods intended for the stand installation must be imperatively delivered to the exhibition centre 48 hours before the exhibition opening. The day before shall be considered as final deadline.

Shipments should be delivered at the exhibitor's risk directly to his stand. It is the exhibitor's responsibility to be present or represented on the goods' arrival. Parcels should be properly labelled on each side with the following address:

Parc des Expositions de Paris Nord Villepinte
Salon EQUIP AUTO 2015
Company name
Hall n° – Stand n° (letter + number)
ZAC de Paris Nord II – CD 40
93420 VILLEPINTE France

The Exhibition Organizer cannot, in any way, receipt goods deliveries nor be responsible for them.

➲ Waste materials from stand construction

Exhibitors should not leave any rubbish or waste materials resulting from the installation of their stands (e.g. empty packaging, wood offcuts, empty boxes, cans of paint).

It is strictly forbidden to store waste materials on the stands and in the aisles.

Exhibitors or their suppliers must take all appropriate measures to ensure that waste materials and empty packaging are removed by the vehicles which deliver the equipment and goods.

➲ Stand Security

EQUIP AUTO 2015 ensures the general security of the exhibition in the best conditions, but cannot provide for the individual guarding of stands. This is an obligation to provide means, and not to achieve results.

Exhibitors who intend to have their stands specifically guarded (this is strongly advised) should inform the Organizer and give the names of the persons who will be present on the stand, and the name of the security company.

The exhibitor is responsible for his stand and must take all necessary measures to protect his equipment and remove it in the evening when the exhibition closes, if he does not provide for special guarding.

Stand storerooms are not secured premises.

As car parks are not guarded, it is preferable not to leave any valuable items inside vehicles, and to place objects likely to be stolen out of sight.

There are important risks of theft during the set-up and dismantling periods:

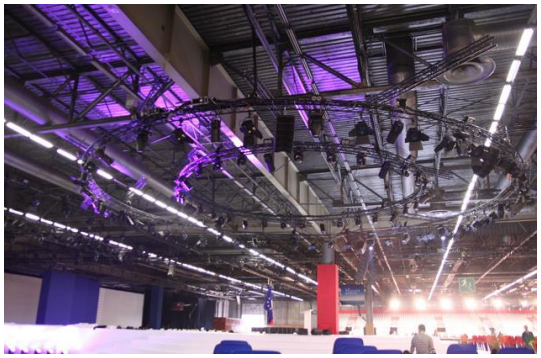
Keep all equipment and items likely to be stolen out of sight (e.g. plasma screens, computers, personal effects).

To be on the safe side, it is strongly recommended that you watch closely over your stand and ensure that someone is always present until dismantling is completed.
This presence is your only safeguard against theft.

➲ Electrical cabling, stage lighting / Lighting kits and assembly assistance

COMEXPOSIUM and their partner VERSANT will assist you.

From setting-up to lighting up, VERSANT offers a comprehensive service that assists you in the assembling of your space.
Its varied stock of staging options will surely meet your needs.
From the smallest to the most elaborate project, VERSANT is there to assist you in every step of your project, providing advice, technical research, and assistance in choosing your structures and lighting.



Your Contact: Melika DALLA
Phone Number: + 33(0)6 22 36 06 32
Email: comex@alpinistes.com

During the exhibition

➲ Hall entries and exit hours for exhibitors

During the exhibition, exhibitors holding a badge will have access to the halls **from 8.00 am to 7.00 pm** (from 7.30 am on the first exhibition day, and until 10.00 pm for the evenings).

➲ Opening days and hours

The EQUIP AUTO exhibition will be open to the public **from Tuesday 13th to Saturday 17th October 2015 for halls 5A and 6 and from Tuesday 13th to Friday 16th October 2015 for hall 4**.

Opening times: See the opening schedule on page 12.

➲ Cleaning - maintenance stands

- **General cleaning**

Halls and aisles will be cleaned every morning before the opening of the halls to exhibitors.

- **Stand cleaning (not included for bare stands)**

This optional service can be ordered on **services.equipauto.com** / **"My store" section**. It consists of a daily stand cleaning every morning before the opening.

Description of cleaning services: removing plastic protective films – Emptying waste paper baskets and dustbins – Floor vacuum cleaning – Dusting desks and furniture.
The service does not include: Cleaning of exhibited machines and/or equipment – Provision of small waste containers – Fluid waste collection and disposal.
During dismantling period: you can order waste dumpsters to remove your decoration items and waste materials. Please refer to the order form « Waste Removal » on your online shop **services.equipauto.com** / **"My store" section**.

All the stands, equipment, goods and waste materials of any kind (e.g. adhesives, carpeting) must be removed by the end of the dismantling period.

If he does not use the services proposed by the organizer, the exhibitor undertakes to have his waste materials removed and treated in **compliance with the applicable regulations.**

After the dismantling deadline has expired, the organizer shall be entitled to take all measures that he will deem necessary, **at the exhibitor's risk and expense**, to remove the equipment, items and waste materials remaining on the stand space, and to destroy all types of structures and decoration items which will not have been dismantled.

Dismantling

➲ Moving out

- **Stand removal can start from Friday 16th October at 7.30 pm for hall 4 and from Saturday 17th October at 6.30 pm for halls 5A and 6.**
- Stand and goods removal should be completed at the dates and times specified in the exhibitors schedule.
- **All fitted stands will be dismantled on Saturday 17th October for hall 4 and on Sunday 18th October for halls 5A and 6 by the companies hired by EQUIP AUTO**. Exhibitors are therefore kindly requested to remove their goods and personal effects on the evening when the exhibition closes.

Important: Motor vehicles will only be allowed to operate in the hall from 8.00 pm on Friday 16th October in hall 4 and from 8.00 pm on Saturday 17th October in halls 5A and 6.

➲ Restoration of stand space – Waste materials during dismantling period

Exhibitors must strictly comply with the dismantling schedule.

The stand space must be entirely cleared up of all decoration items, equipment and waste materials (e.g. empty packaging, wood offcuts, empty boxes, cans of paint) **at the latest:**

- **Hall 4 Sunday 18th October 2015 at noon.**
- **Halls 5A and 6 Tuesday 20nd October 2015 at noon.**

IMPORTANT

All material and decoration items must be removed from the halls at the dates and times indicated in the dismantling schedule. Otherwise all installations and decoration structures will be removed and dumped by EQUIP AUTO team **at the exhibitor's risk and expense**. Packaging will always be considered as empty, and no claim will be accepted for theft or loss of any objects, tools, accessories, etc. that may be contained in such packaging.

> **Advice:** If you choose to hire a decorator outside your company, make sure the quote includes references to "set-up", "dismantling" and “waste removal”.

If you do not use the services proposed by the organizer, you undertake the responsibility of having your waste materials removed and treated in compliance with the applicable regulations.

After the dismantling deadline has expired, the organizer shall be entitled to take all measures that he will deem necessary, at the exhibitor's risk and expense, to remove the equipment, items and waste materials remaining on the stand space, and to destroy all types of structures and decoration items which will not have been dismantled.

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INTERNATIONAL EXHIBITION FOR AUTOMOTIVE AFTERSALES AND SERVICES

Set up your stand

an event by comexposium

The place to be

If you have booked a bare stand

Included services:

- Your space marked on the floor without partitions
- Hall security

BEWARE: cleaning is not included for bared stands.

➲ If you need cleaning, you can order it on **"My store" section** of you Exhibitor area **services.equipauto.com**

How to set up your stand

➲ 1st Step: Your stand location and numbering

EQUIP AUTO will send you by email a booth plan for acceptance of your stand location. After your agreement, this plan will help you to prepare your booth installation with a decorator.

You will be informed of your stand number by email **only if you have paid your first instalment payment.**

After that you will be able to order different kind of articles through your Exhibitor Area in **"My Store" section**.

IMPORTANT
If your stand surface area is ≤ 24 m², you must choose either the ESSENTIEL stand equipment package.
See our fitted stand packages below.

➲ 2nd Step: Stand approval

Your stand layout plan must be submitted for approval by EQUIP AUTO's Architecture Service before **September 11th, 2015** at the following address:

DECO PLUS
1, rue Paul Delaroche
75116 PARIS - FRANCE
Tel: +33 (0)1 47 63 94 84 - Fax: +33 (0)9 57 44 80 92
E-mail: w.decoplus@free.fr

To learn more about decoration rules, please consult the Decorating Regulation in the Exhibitor Area on **services.equipauto.com** / **"Practical Info" section** or in the **"Regulations" section** of this guide.

➲ 3rd Step: Order your Technical Services (electrical connection, telephone, parking...)

- Extra services must be ordered as soon as possible, before the trade show opens, in order to guarantee the best service in terms of product range, colours, volume, and delivery times during the trade show.
- Extra services ordered during assembly will be supplied depending on available stock.
- Facilitate your stand layout: book a "fitted stand" package in your Exhibitor Area on **services.equipauto.com/ "My store" section**

Electrical cabling, stage lighting / Lighting kits and assembly assistance

VERSANT ÉVÉNEMENT

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Your Contact: Melika DALLA
Phone Number: + 33(0)6 22 36 06 32
Email: comex@alpinistes.com

➲ 4th Step: Your Stand set up at the Exhibition

During the set-up, suppliers will be present at the Exhibitor Service Desk located on the ground floor in hall 5A.

Health & Safety Protection

MANDATORY
Health and Safety Notice
(HSP: Health and Safety Plan).

- The Health and Safety Notice is available in the Exhibitor Area **services.equipauto.com** under **"My Account/My Forms" section.** It should be completed by all exhibitors and sent to the Cabinet D.Ö.T. **by September 11th, 2015** at the latest.
- The Notice must be distributed to all suppliers and sub-contractors.
- To enter the exhibition halls, all workers must be wearing an EQUIP AUTO set-up & dismantling badge as well as proper safety equipment (safety boots, helmets, etc.). Failure to meet these conditions will result in you being refused to enter to the hall.
- The HSP Notice must be validated before receiving authorization to enter the hall.
- **In case you plan to present a machine in operation during the trade show, please make sure to declare it beforehand, at least one month before the show opens (Exhibitor area, "My account/My forms" section). Only installations that have been declared will be authorized.**

Additional Services

EQUIP AUTO offers a full range of services to better organise your stand and optimise your presence at the trade show. All services are available in your Exhibitor area **services.equipauto.com /"My Store" section**

➲ Additional services to be ordered before the set-up:

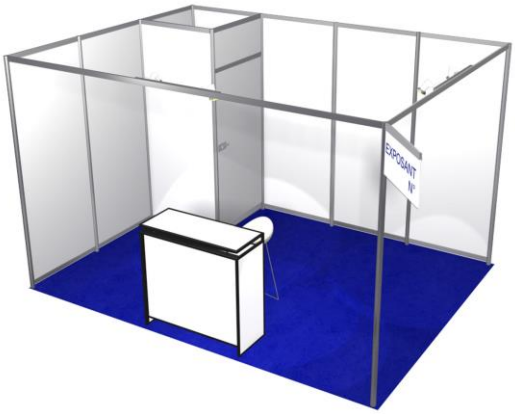
- Carpet, wooden floor, partitions storage unit, separating partition, lights
- Furniture,
- Plants and flowers,
- Audio visual equipment, Coffee machine, Refrigerator…

➲ Other services: accommodation, stand security, hostesses, catering, carriers and movers…

Have a look to **the suppliers list**, in your Exhibitor Area **services.equipauto.com** under "**Practical Information/List of Suppliers**" section.

If you have booked an ESSENTIEL fitted stand

Reservation deadline: Friday 18th September 2015



Services Included

➲ **Colours** combinations :

Set A
grey partition / grey structure / blue carpet

Set B
pear wood partition / grey structure / green carpet

➲ **Partitions made of melamine** with aluminium frame. Panel useful dimensions (not including metallic structure):

- Length: 0.945 m
- Height: 2.389 m
- Thickness: 7 mm
- Partition overall dimensions: 2.50 m

➲ **Sign:** 1 hanging sign 45 x 45 cm with your business name and stand number only

➲ **Lighting:** one 100 W spotlight per 3 sq.m.

➲ **Power supply:** intermittent 3 kW with a 3 socket unit. By default, your electrical box will be placed directly in the storage room.

➲ **Lockable storage room:**

- 1m² for a booth < 18 sq. m.
- 2m² for a booth ≥ 18 sq. m.

➲ **Package decoration: €200** excl. VAT.
To use in your Exhibitor Area on **services.equipauto.com** / **« My store » section**

➲ **Daily cleaning** for your stand including the day before the opening

How to set-up your stand

➲ 1st Step: Stand Location

Upon approval of your stand location, EQUIP AUTO will send you by e-mail the general layout of your stand. This will help you to prepare the decoration of your stand and to order additional services.

After that you will receive a stand number **only if you have paid your first instalment payment.**

Then you will be able to order different kind of articles through your Exhibitor Area in **"My Store" section.**

➲ 2nd Step: Confirm your colour choices and your sign

You will be contacted by e-mail directly by our official provider: GL EVENTS

➲ 3rd Step: Health and Safety

Please complete the Health and Safety Notice in your Exhibitor area **services.equipauto.com / "My Account/My forms" Section.**

This document should be sent to the Cabinet D.Ö.T. **by September 11th 2015 at the latest**.

In case you plan to present a machine in operation during the trade show, please make sure to declare it beforehand, at least one month before the show opens. Only installations that have been declared will be authorized.

You will find the declaration form in your Exhibitor Area in "**My Account/My Forms" section.**

➲ 4rd Step: Order any technical services and additional stand equipment (extra power supply, telephone lines, audio-visual equipment, etc.)

Additional services to be ordered before the set-up starts:

1/ Additional services and equipment

- additional fittings,
- furniture, coffee machine, flowers, …
- computer, audio-visual equipment, …

You could order all this services on **services.equipauto.com** *Exhibitor Area / « **My Store** » **section***

2/ Technical services

- Extra power supply, slings,
- Parking tickets,
- Internet and phone connexions, …

Additional services must be ordered as soon as possible, and before the set-up starts, to ensure optimal service in terms of the products used, colour choices, availability and timely delivery for the exhibition.

On site orders should remain exceptional and will be supplied depending on available stocks.

3/ Other additional services: accommodation, stand security, hostesses, catering, carriers and movers…

Have a look to **the suppliers list**, in your Exhibitor Area under "**Practical Information**"**section**.

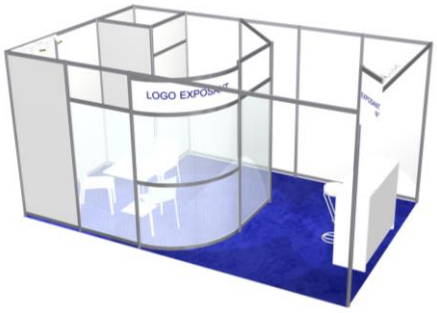
➲ 5th Step: Stand delivery starting from Sunday 11th October 2015 at 8 am

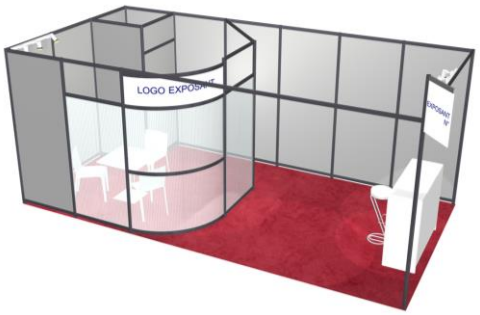
If you have booked a CONFORT fitted stand

Reservation deadline: Friday 18th September 2015

Optional for Essentiel fitted stand ≥ 15 m²

Optional for Bare stand ≥ 25 m²





Non contractual pictures

Services Included

➲ **Carpet:** 3 colours

Blue

Grey

Red

➲ **Melamine partition:** 2 colours

Grey

White

➲ **Structure:** 1 colour

Grey

➲ **Lockable storage room:**

- 1m² for a booth < 36 sq.m.
- 2m² for a booth ≥ 36 sq.m.

➲ **Office space** with a curved translucent partition.

➲ **Sign:** 1 hanging sign 45 x 60cm with your business name and stand number only + 1 digital color logo on the upper part of the office.

➲ **Lighting:** One 100 W spotlight per 3 sq.m.

➲ **Power supply:** intermittent 3 kW with a 3 socket unit. By default, your electrical box will be placed directly in the storage room.

➲ **Package decoration:**

- **€450** excl. VAT for a stand < 30 sq. m.
- **€600** excl. VAT for a stand ≥ 30 sq. m.

To use in your Exhibitor Area on **services.equipauto.com** / **« My store » section**

➲ **Daily cleaning for your stand including the day before the opening**

How to set-up your stand

➲ 1st Step: Stand Location

Upon approval of your stand location, EQUIP AUTO will send you by e-mail the general layout of your stand. This will help you to prepare the decoration of your stand and to order additional services.

After that you will receive a stand number **only if you have paid your first instalment payment.**

Then you will be able to order different kind of articles through your Exhibitor Area **in "My Store" section**.

➲ 2nd Step: Confirm your choices and your sign

You will be contacted by e-mail directly by the official provider: GL EVENTS

➲ 3rd Step: Health and Safety

Please complete the Health and Safety Notice in your Exhibitor Area **services.equipauto.com / "My Account/My forms" Section.**

This document should be sent to the Cabinet D.Ö.T. **by September 11th 2015 at the latest**.

In case you plan to present a machine in operation during the trade show, please make sure to declare it beforehand, at least one month before the show opens. Only installations that have been declared will be authorized.

You will find the declaration form in your Exhibitor Area in **"My Account/My Forms" section.**

➲ 4rd Step: Order any technical services and additional stand equipment (extra power supply, telephone lines, audio-visual equipment, etc.)

Additional services to be ordered before the set-up starts:

1/ Additional services and equipment

- additional fittings,
- furniture, coffee machine, flowers, …
- computer, audio-visual equipment, …

You could order all this services on **services.equipauto.com** *Exhibitor Area / « **My Store** » **section***

2/ Technical services

- Extra power supply, slings,
- Parking tickets,
- Internet and phone connexions, …

Additional services must be ordered as soon as possible, and before the set-up starts, to ensure optimal service in terms of the products used, colour choices, availability and timely delivery for the exhibition.

On site orders should remain exceptional and will be supplied depending on available stocks.

3/ Other additional services: accommodation, stand security, hostesses, catering, carriers and movers…

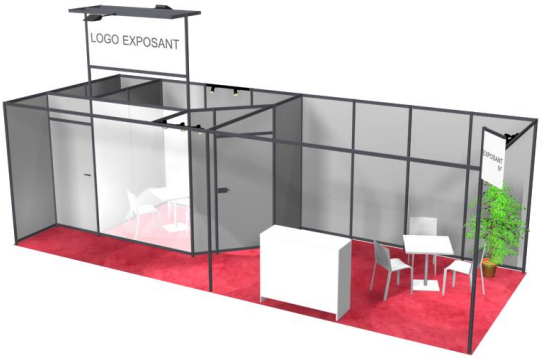
Have a look to **the suppliers list**, in your Exhibitor Area under "**Practical Information**".

➲ 5th Step: Stand delivery starting from Sunday 11th October 2015 at 8 am

If you have booked a PRESTIGE fitted stand

Reservation deadline: Friday 18th September 2015

From 24 sq. m



Non contractual pictures

Services Included

- **Carpet:** 5 colours

Blue | Red | Grey | Green | Chocolate

- **Melamine partition:** 2 colours

Grey | Honey

- **Structure:** 1 colour

Grey

- **2 sq. m lockable storage room** (1m x 2 m) with 2 shelves and 1 coat hanger hook. By default, it will be placed in the corner of your stand.
- **Lockable office space:** approximately 4 sq. m
- **Sign:** 1 hanging sign 45 x 60cm with your business name and stand number only + 1 tall illuminated sign with colour exhibitor logo.
- **Lighting:** One 100 W spotlight per 3 sq. m.
- **Power supply:** permanent 3 kW with a 3 socket unit. By default, your electrical box will be placed directly in the storage room.
- **Package decoration:**
  - **€700** excl. VAT for a stand < 40 sq. m.
  - **€900** excl. VAT for a stand ≥ 40 sq. m.

To use in your Exhibitor Area on **services.equipauto.com** / **« My store » section**

- **Daily cleaning** for your stand (including the day before the opening).
- **Additional equipment:**
  - 1 coffee machine with 180 doses, cups and sugar
  - 1 refrigerator 220L

How to set-up your stand

➲ 1st Step: Stand Location

Upon approval of your stand location, EQUIP AUTO will send you by e-mail the general layout of your stand. This will help you to prepare the decoration of your stand and to order additional services.

After that you will receive a stand number **only if you have paid your first instalment payment.**

Then you will be able to order different kind of articles through your Exhibitor Area in **"My Store" section**.

➲ 2nd Step: Confirm your choices and your sign

You will be contacted by e-mail directly by the official provider: GL EVENTS

➲ 3rd Step: Health and Safety

Please complete the Health and Safety Notice in your Exhibitor area **services.equipauto.com, "My Account/My forms" Section.**

This document should be sent to the Cabinet D.Ö.T. **by September 11th 2015 at the latest**.

In case you plan to present a machine in operation during the trade show, please make sure to declare it beforehand, at least one month before the show opens. Only installations that have been declared will be authorized.

You will find the declaration form in your Exhibitor Area in **"My Account/My Forms" section**.

➲ 4rd Step: Order any technical services and additional stand equipment (extra power supply, telephone lines, audio-visual equipment, etc.)

Additional services to be ordered before the set-up starts:

1/ Additional services and equipment

- additional fittings,
- furniture, coffee machine, flowers, …
- computer, audio-visual equipment, …

You could order all this services on **services.equipauto.com** *Exhibitor Area / « **My Store** » **section***

2/ Technical services

- Extra power supply, slings,
- Parking tickets,
- Internet and phone connexions, …

Additional services must be ordered as soon as possible, and before the set-up starts, to ensure optimal service in terms of the products used, colour choices, availability and timely delivery for the exhibition.

On site orders should remain exceptional and will be supplied depending on available stocks.

3/ Other additional services: accommodation, stand security, hostesses, catering, carriers and movers…

Have a look to **the suppliers list**, in your Exhibitor Area under "**Practical Information/List of Suppliers**" **section**.

➲ 5th Step: Stand delivery starting from Sunday 11th October 2015 at 8 am

EQUIP AUTO 2015

FROM 13 TO 17 OCTOBER • PARIS NORD VILLEPINTE EXHIBITION CENTRE • FRANCE

INTERNATIONAL EXHIBITION FOR AUTOMOTIVE AFTERSALES AND SERVICES

Services

an event by

comexposium

The place to be

Services

- The essential dates
- Stand design
- Slings and lighting bridges
- Activities on stands
- Technical services
- Show service providers
- Security
- Cleaning
- Inventory of your stand
- Supplementary insurance
- Badges
- Badge reader
- Meeting rooms
- Exhibitor restaurant service
- Customs
- VAT refunds
- Hygiene and health protection
- Accommodations
- Foreigners' Right to Work in France

The essential dates

Set-up

- **Bare stands:**
  - Hall 4 from Saturday 10th to Monday 12th October, 2015
  - Hall 5A from Thursday 8th to Monday 12th October, 2015
  - Hall 6 from Friday 9th to Monday 12th October, 2015
- **Fitted stands** (Essentiel, Confort, Prestige): **from Sunday 11th October 2015 at 8.00 am.**

Opening

- Hall 4 from Tuesday 13th to Friday 16th October 2015
- Halls 5A and 6 from Tuesday 13th to Saturday 17th October 2015

Opening times: See the opening schedule on pages 12 & 13.

Dismantling

- Hall 4 from Friday, 16th October 2015 at 6.00 pm to Sunday 18nd October 2015 at noon.
- Halls 5A and 6 from Saturday 17th October 2015 at 8.00 pm to Tuesday 20th October 2015 at noon.

Stand design and

EQUIP AUTO 2015 design regulations cover standards for presenting and fitting-out stands. These norms also include all current safety regulations applicable to shows, fairs and exhibitions.

Your stand layout application

All stand projects must be submitted by **11th September 2015** at the latest to the EQUIP AUTO Stand Design Service:

DECOPLUS
1 rue Paul Delaroche
75116 Paris – France
Tel: + 33 (0)1 47 63 94 84
Fax: +33 (0)9 57 44 80 92
E-mail: w.decoplus@free.fr

BEWARE:

You will be allowed to enter into the halls only if your stand layout has been approved by DECOPLUS.

Electrical cabling, stage lighting / Lighting kits and assembly assistance

COMEXPOSIUM and their partner VERSANT will assist you.

From setting-up to lighting up, VERSANT offers a comprehensive service that assists you in the assembling of your space.
Its varied stock of staging options will surely meet your needs.
From the smallest to the most elaborate project, VERSANT is there to assist you in every step of your project, providing advice, technical research, and assistance in choosing your structures and lighting.

Your Contact: Melika DALLA
Phone Number: + 33(0)6 22 36 06 32
Email: comex@alpinistes.com

Activities on stands

The EQUIP AUTO trade show has established standards to prevent problems during the trade show and ensure optimal visitor comfort. Exhibitors are free to conduct promotional activities subject to compliance with the provisions below in accordance with exhibitor scheduled hours.

➲ **Non-authorised activities:**

- distributing or placing flyers in EQUIP AUTO aisles, at the exhibition entrance (except with agreement from the organizer), on the esplanade, and near the train station
- promotional activities in the aisles (with robots, hostesses, sandwich boards, etc.)
- offering tastings on the edges of the aisles or in the aisles themselves. These are permitted within the stands
- musical events
- video walls must be set back a minimum of 2 m from the edges of the aisle

Services performed without authorization from the Exhibition Management office are prohibited during the trade show.

Technical services (electricity, water, parking, slings, telephone, inetrnet…)

➲ **NEW SERVICE FOR YOUR COMFORT NEW ONE-STOP SERVICES PORTAL**

Place all your orders, including services for the Parc des Expositions de Paris Nord Villepinte in your Exhibitor Area in **services.equipauto.com / « My store » section.**

Show service providers

➲ **Security services**

Choosing the right security service provider for your stand is important to guarantee service quality appropriate to your needs. Find the official providers of EQUIP AUTO in your Exhibitor Area on **services.equipauto.com / « Practical Information – List of suppliers » section.**

IMPORTANT
If there is an inspection by Employment Services, the chosen firm must be able to presenting employment contracts and social security contribution certificates. Remember to ask your supplier for these documents, **as your responsibility is engaged.**

➲ Handling

Handling companies are available in the exhibition centre. You will be charged for this service. Find the official providers of EQUIP AUTO in your Exhibitor's Area on **services.equipauto.com / « Practical Information/List of suppliers » section.**

Consultancy
In order to facilitate your setup and take-down operation, reserve your handler now.

➲ Hostess

Welcoming current and potential customers to your stand, guiding you around the Paris-Nord Villepinte exhibition centre, providing constant contact with on-site organisational staff to meet your every need...

EQUIP AUTO provides you with a full range of services: hostesses, interpreters…

Consult the list of official suppliers in section **"Practical Information / List of suppliers"** **services.equipauto.com**

Security

The exhibition organisers will take care of general exhibition surveillance. However, despite our efforts, problems cannot be ruled out completely.

Exhibitors planning to have their stands individually guarded are asked to inform the organiser of the names of the people who will be present and the name of the security guard agency.

There is a high risk of theft during the setting-up and removal periods.

The exhibitor is liable for these operations of his own stand, and should take the necessary steps to protect his equipment and remove it from the closing night onwards if no surveillance is planned.

Cleaning of the stands

This service is included in the fitted stand rental rates, and is optional for the bare stand.

Cleaning service description:

- Final preparation clean the day before the opening
- Collecting and removing production waste
- Waste paper bins
- Vacuuming the floor including on upper levels
- Wiping furniture and furnishing objects within reach

Not included in this service:

- Cleaning exhibited machines and/or materials
- Provision of skips
- Compulsory recovering of used fluids
- Cleaning of partitions and signs
- Cleaning glass and display cabinets
- Removal of carpets and glue at the end of the exhibition (unless your carpet was ordered from the show, for example in the case of fitted stands)

Exhibitors and decorators are responsible for waste management from setting up and taking down the stand. Exhibitors must make every effort to ensure these operations are carried out.

Inventory of your stand site

Once disassembly has been completed and the stand site freed of any component items (waste, debris) EQUIP AUTO will provide, upon request from the exhibitor or its decorator to the Ehibitor Service Desk, a **stand release certificate**. This certificate releases the exhibitor from all responsibility in the event of damage to the area or services hired after their departure.

Such certification must be performed by Sunday October 18rd 2015, 10.00 am for hall 4 and by Tuesday October 20th, 10.00am for halls 5A and 6 at the latest.

Insurances

- **Addtionnal insurance**

EQUIP AUTO offers exhibitors the option of taking out an additional insurance to cover the real value of the goods exhibited on their stand.

For the extra declared value, the insurance premium including tax and costs will be calculated at a rate of 0.27%.

For information regarding your insurance during the trade show and / or to order an additional insurance, please refer to the insurance regulations in your Exhibitor area **services.equipauto.com/ "Practical Info" section.**

- **Plasma Screen Insurance**

The Plasma Screen insurance is a specific damage guarantee for plasma screens solidly attached or wired to the stand structure. This guarantee is valid from the morning the trade show opens to the public (at 9:00 a.m.) until the evening it closes to the public (at 6 p.m.). The premium is 4.00% tax included of the equipment's value with a minimum of € 250 excl. VAT per covered screen.

- **Claims**

Merchandise coverage as well as stand equipment coverage expires **on Friday 16th October 2015 at 6 pm for hall 4 and Saturday 17th October at 6 pm for halls 5A and 6.**

No claim will be accepted unless reported to the EQUIP AUTO Exhibitor Desk Service within 24 hours and by **Friday 16th October 2015 at 6 pm for hall 4 and Saturday 17th October at 6 pm for halls 5A and 6at the latest**. Theft not covered by EQUIP AUTO but insured by the exhibitor must be reported within the regulatory timeframe to the city of Villepinte's police station or the police station in the exhibitor's city of origin (if in continental France):

Commissariat de Villepinte
1/3 Rue Jean Fourgeaud
93420 VILLEPINTE - FRANCE
Tel: 17 ou +33(0)1 49 63 46 10

Badges

To enter in the Exhibition Halls, all personnel must have an EQUIP AUTO access badge (Exhibitor Badge - Service Provider Badge) and must wear personal safety equipment during set up and dismantling, in particular safety shoes, otherwise access to the Exhibition halls will be denied.

➲ **Pedestrian Access Badge**

- **The Exhibitor's badge** allows access to the Exhibition Centre during the opening period according to the hours listed on the exhibitors' time schedule.
- Exhibitors may create and personalize badges in their Exhibitor Area **services.equipauto.com** / Button situated on the right side of the screen.
- **The Set-up/Dismantling badge** allows access to Exhibition Centre during the set-up/dismantling periods.

Badges must be worn at all times.

Badge reader

Badges Reader will enable you to access the following visitors information: company, address, name, post, department, business sector.

You can rent a badge reader which allows you to obtain the database of visitors who came to your stand.

To order badge reader: **services.equipauto.com** / **« My communication » section.**

Meeting rooms

You can book meeting rooms during the trade show.

If you want to receive a room rental proposal, please contact the Parc des Expositions de Paris Nord Villepinte at:

Karine PASCAL
Tel: +33 (0)1 48 63 31 12
Email: karine.pascal@viparis.com

Exhibitor restaurant service

The EQUIP AUTO 2015 trade show has developed with the Parc des Expositions de Paris Nord Villepinte restaurants a renewed and enriched restaurant offer to fulfil the expectations of visitors and exhibitors:

- New restaurant brands have come to the Parc :
  Hippopotamus, Oliviers & Co, Lecointre Paris, Fauchon, Manhattan Hotdog…
- Take-away offers are growing and offer a wider variety of products: sushis, vegetarian options, organic food, Mediterranean menus, club sandwiches…
- In order to guarantee optimal service during EQUIP AUTO 2015, the terrace areas have more seating and the menus and product information will be available in several languages.

For deliveries to stands, see the list of suppliers in the Exhibitor Area at services.equipauto.com

Catering services:

Organisers and Exhibitors are free to choose the Caterers they wish. However, caterers are not free to access the Exhibition Centre and must complete a one-off site service agreement based on a fee of 8% of the overall turnover of services provided at the centre (catering, equipment and staff) and obtain the Vehicle Passes in this way. HORETO and ELIOR also provide “catering” services and are subject to the same contractual conditions regarding the fee.

Viparis CATERING Contact:

Ms Myriam Mottin, Viparis Service Concession Assistant
Tel.: 01 40 68 14 46 – email: myriam.mottin@viparis.com

HORETO CATERING Contact:

Ms Marie-Pierre Lane, HORETO Sales Representative
Tel.: 01 58 88 38 26
Email: mp.lane@horeto.com

ELIOR CATERING Contact:

Ms Emmanuelle Thiault, ELIOR Sales Representative
Tel.: 01 48 63 32 00
Email: emmanuelle.thiault@elior.com

Customs Service

➲ Customs service

Infos Douanes Services: +33 1 72 40 78 50
www.douane.gouv.fr

- Economic Regimes office
- Indirect Contributions office
- Open: Every day except Saturday and Sunday
- Times: 9:00 am to 5:00 pm.

➲ Customs clearance for goods originating in non-EU Member States

During EQUIP AUTO trade show, the Parc des Expositions de Paris-Nord Villepinte site falls under the temporary admission regime under surveillance by customs.

Temporary admission begins on the day the materials arrive within the exhibition hall and end thirty days after the exhibition closes.

Imported goods must be cleared by the Customs Service before being placed on the Exhibitor's stand.

➲ Ordinary law standard regime

- **Merchandise arrival:**

Merchandise must be presented to the Customs Office, under cover of one of the following documents:

a) TIR Carnet (international carriage of goods by road)
For vehicles arriving directly from abroad, where such merchandise was verified and sealed by the originating country's customs service.

N.B.: Transporters travelling under cover of a TIR Carnet taking on various merchandise including only a portion destined to an event, must take all steps to ensure that the Paris Expositions office is the last unloading station. Consequently, when arriving at the office, TIR vehicles must contain only merchandise destined for exhibition at the event.

No waivers shall be granted.

b) Declaration for Transit
Made in a land, sea, or airport border office when the merchandise entered.

c) Waybill

d) Transit Document

Items to be provided with a, b, c and d documents:

- Truck waybill (only with TIR Carnet): Number 3
- Detailed content of each package (gross and net weight) established by the shipper: Number 5
- Pro forma invoice in French indicating unit values: Number 6
- Descriptive leaflets for machines: Number 2

- **Temporary admission status:**

(Third-party country merchandise)

Under no circumstances shall the documents listed above replace a temporary admission declaration.

Upon arrival at the Exhibition Customs Office, merchandise must be immediately declared for temporary admission through a customs shipping agent

After registration, verification and sealing of the goods, the documents concerned authorise their transport:

Only after accomplishing these formalities may they be directed towards the exhibitor's stand.

During the event, the merchandise must be presented on the stand for any Customs inquiries.

- **Outgoing goods:**

At the end of the event, no foreign merchandise may leave the Exhibition without first submitting one of the various declarations listed below through a shipping agent to the Customs Office, which after recording, verification, and sealing the merchandise, covers their transportation:

a) For re-exportation:
The following documents must be presented for the exit visa: EX 3 and T1 declarations.

b) For transit:
To a customs warehouse where the merchandise is to be placed under customs surveillance: TI declaration.

c) For temporary admission of goods for purposes of testing and experimentation, as the case may be:
EU4 or IM4 declarations, as the case may be.

Foreign merchandise benefiting from a temporary admission grace period to remain on continental French territory for consumption in Embassies must be declared to Customs to pay applicable taxes and fees.

Only the aforementioned documents enable the Customs Service to clear temporary admission status. In cases of non-clearance (partial or total) of temporary admission, legal steps may be taken against the exhibitors or shipping agents guilty of removing merchandise under customs.

➲ The ATA carnet system for exhibitions

(Except for foodstuffs)

ATA Carnet, even reported at Community borders must be presented to Parc des Expositions Customs It can be used for goods to be exhibited or used at an Exhibition.

This international document has the advantage of being used instead of national documents.

Indeed, transit transportation from the border office to the relevant office may be performed under cover of an ATA Carnet transit certificate.

Upon arrival at their destination, the Customs Service clears the transit certificate and accepts the goods under an entry certificate.

At the end of the event, re-export of the goods abroad is covered by a second transit certificate. So it is necessary to undertake the usual warehouse entry and re-exportation declarations, but to be validly used on French Customs territory, the ATA Carnet must include:

- 1 import certificate,
- 1 re-export certificate,
- 2 transit certificates for re-export (1 stays with the Exhibition office, 1 serves as an accompanying document).

Note that the re-exportation deadline is set, in principle, one month after the event closes, without exceeding the Carnet's expiration. This deadline will be specified by the Customs Service on the entry certificate and its counterfoil.

Moreover, leaving the goods behind is not strictly excluded since goods sold for the domestic market may, after being declared on form COM5, IM4, or EU4 and after being presented to customs, be released to the market under the same conditions as if they were covered by national documents.

VAT refunds

- In accordance with EU legislation, the organisers of international exhibitions are required to invoice all services with the application of French VAT. Foreign companies from EU member states and companies from non-EU countries may, in certain circumstances, request VAT refunds.
- For all information and the procedure to follow to request a VAT refund, exhibitors should contact our tax representatives, TEVEA International. TEVEA International specialises in VAT refund requests and will manage your application from start to finish, up to the payment of the sum refunded.

TEVEA International
29-31 rue Saint Augustin
75002 Paris – France
Tel.: +33 (0)1 42 24 96 96 – Fax: +33 (0)1 42 24 89 23
Contact : Antonella POLI E-mail : mail@tevea.fr
Internet: www.tevea-international.com

➲ Simplified procedure:

TEVEA International, in cooperation with EQUIP AUTO, offers a simplified procedure which is safe and fast for your company. To benefit from this simplification, please complete, sign and return to TEVEA International the form available in the Exhibitors' area at **services.equipauto.com**

PLEASE NOTE
Only original invoices are accepted by the tax authorities for VAT refunds, so keep them in a safe place. If they are lost, no VAT will be refundable.
No copies, duplicates or certified copies will be accepted by the French tax authorities.
It is also forbidden to issue a second original copy of an invoice.

➲ VAT can be reimbursed on the following:

- Stand rental, deposit and balance
- Rental of furniture
- Stand fitting
- Decoration, flowers, plants
- Electricity, water, telephone
- Stand surveillance and cleaning
- Invitation cards
- Advertising space and advertising
- Hire of meeting rooms
- Press conferences
- Video equipment hire
- Merchandise transport costs
- Customs clearance costs
- Parking

- Restaurant bills (in certain circumstances)

➲ **VAT cannot be reimbursed on the following:**

- Hotel costs
- Costs of transporting people (by air, taxi, car hire).

➲ **Foreign service providers working for exhibitors**

Stand builders, equipment hire firms, decorators, etc. are not eligible for this procedure. The services they provide in France are subject to French VAT.

Foreign Service providers must invoice their customers including French VAT and pay the VAT received via a French tax representative to the French tax authorities, with deductions for VAT charged on purchases.

➲ **Associations, groups, public organisations**

In certain circumstances, organisations that are not liable to VAT in their home countries may also receive VAT refunds.

Hygiene & Health Protection

➲ **The Hygiene and Health Protection Document (PPSPS: Specific Safety and Health Risk Prevention Plan)**

To enter the Exhibition Halls, all personnel must have an EQUIP AUTO access badge (Exhibitor Badge - Service Provider Badge) and must wear personal safety equipment, in particular safety shoes. Otherwise, access to the Exhibition halls will be refused.

The Safety, Hygiene, and Health Protection Form, available in the Exhibitor Area, must be printed, signed, and returned to **Cabinet D.Ö.T. by 11th September 2015** at the latest and communicated to all your suppliers and subcontractors.

Access to the exhibition halls will not be authorised without a valid document.

Accommodation

Thanks to our agency **ATI Booking**, benefit from particular rates in various hotels (2 *, 3* and 4 *) near the exhibition center and in Paris.

To take advantage of it, reserve right now your hotel room nights thanks to our dedicated on-line platform.

For further information:

Tel: +33 (0)1 40 54 64 00
E-mail: equipauto@atibooking.com

Foreigners'Right to Work in France

➲ **The regulations regarding foreigners' right to work in France requires reporting those people working on your stand to the URSSAF** [Social Security Contribution Collection Office]. This applies in the case below, for which a statement should be completed and returned **before September 11th, 2015** to the indicated address:

- Affidavit if you use a service provider working in France and domiciled or residing abroad
- Secondment Statement (a service provider using foreign labour in France)
- Work Permit for a secondment lasting less than three months for foreign employees.

These forms are available in PDF format in your Exhibitor area on **services.equipauto.com**

EQUIP AUTO 2015

FROM 13 TO 17 OCTOBER • PARIS NORD VILLEPINTE EXHIBITION CENTRE • FRANCE

INTERNATIONAL EXHIBITION FOR AUTOMOTIVE AFTERSALES AND SERVICES

Regulations

an event by

comexposium

The place to be

Standard terms and conditions of exhibition floor space letting and stand equipment

1. APPLICATION AND ACCEPTANCE OF THE STANDARD TERMS AND CONDITIONS FOR THE LETTING OF EXHIBITION FLOOR SPACE AND STAND EQUIPMENT

The present standard terms and conditions (hereinafter referred to as the "Terms and Conditions") shall apply to all those exhibitors (hereinafter referred to as the "Exhibitors") who make a request for admission to the EQUIP AUTO 2015 exhibition (hereinafter referred to as the "Exhibition") organised by the company named COMEXPOSIUM – Société par Actions Simplifiée with a share capital of 60,000,000 Euros – 316 780 519 (RCS Nanterre) – 70 avenue du Général de Gaulle, F-92058 Paris-La Défense cedex, (hereinafter referred to as the "Organiser") at the exhibition centre Paris-Nord Villepinte (hereinafter referred to as the "Site").

When applying to reserve a stand, the Exhibitor undertakes to read the Terms and Conditions, the Exhibitor's Guide, the Standard Regulations for Commercial Events and, where available, any Specific Regulations of the Exhibition.

The Exhibitor shall be deemed to have accepted the Terms and Conditions as well as any other documents to which they refer, and the Exhibitor thereby agrees to waive reliance upon any alternative and/or contradictory documentation, in particular its own standard terms and conditions of purchase, upon admission to the Exhibition. Any reservations or modifications made by the Exhibitor in whatsoever manner to the Terms and Conditions or any other documents to which they refer shall be deemed null and void.

Furthermore, it is expressly agreed that under no circumstances shall admission to the Exhibition oblige the Organiser to admit the Exhibitor to any future Exhibitions or any other events organised by the COMEXPOSIUM Group to which the Organiser belongs and shall not confer upon the Exhibitor any booking rights or priorities in respect thereof.

2. COMMITMENT - ADMISSION

Sending in a Registration Application or validating it online constitutes à binding , irrevocable commitment from the Exhibitor to pay the full sum due for its participation in the Exhibition and/or its equipped stand order. The Organiser reserves the right to refuse a registration after reviewing the Registration Application. During this initial review, the following matters (this list is intended to be indicative and not exhaustive) shall be taken into account:
- the creditworthiness of the applicant,
- the compatibility of the applicant's activities with the nomenclature of the Exhibition,
- the match between the products or services offered by the applicant and the positioning of the Exhibition,
-the neutrality of message that the applicant could deliver at the Exhibition. All proselytising and/or militarism that could interfere with the smooth running of the Exhibition is strictly prohibited.
Any stand reservation applications received from Exhibitors that are a debtor of, and/or party to, any dispute or litigation with the Organiser or a company within the COMEXPOSIUM group shall be refused.
The Organiser reserves the right to accept or reject stand reservation applications at its discretion and the Organiser shall not be held liable for any damage or interest in respect thereof.
The Organiser has one month from the date it receives the payment of the first instalment accompanying the completed Registration Application or its validation online to reject the requested registration. The aforementioned timeframe is extended to two (2) months for applications where the first instalment is received between 1 July and 15 August. In the event that it rejects an application, the Organiser will refund the first instalment.

The Organiser reserves the right to not process any Registration Applications sent after the application deadline has passed (the postmark shall serve as proof of date). After this date has passed, the Organiser shall not guarantee the availability of any equipped stands.

3. METHODS OF INVOICING

All prices indicated on the Organiser's documentation or on the Exhibition website are expressed in euros exclusive of taxes. In accordance with legislative and regulatory requirements the prices shall be increased at the point of sale to include the addition of Value Added Tax at the rate applicable at that time.

4. METHODS OF PAYMENT

Payment of amounts due under the Terms and Conditions or any other agreement entered into shall be made as they fall due and in the following manner:
- the first instalment (deposit): shall be paid at the time that the Registration Application form is sent by post or submitted and validated online, by cheque or direct funds transfer or, in the event that the reservation application is submitted online, by debit card.
- the second instalment (balance): shall be paid no later than fifteen (15) days after the date of issue of the balancing invoice, by cheque or direct funds transfer. No discounts are available for early payment or payments on account.
All registrations made within thirty (30) days of the start of the Exhibition shall be accompanied by payment in full of the Exhibition participation fees and/or the costs of any equipped stands requested.

All requests for an equipped stand submitted after registration shall be payable in full at the time of request.
All amounts should be made payable to the Organiser and must be in euros.

5. SECURE PAYMENT AND PROOF OF TRANSACTION IN THE EVENT OF AN ONLINE APPLICATION

The Exhibition website uses a secure payments system and the Organiser has adopted the ATOS SSL encryption procedure, which encodes and protects confidential information.
Unless proven otherwise, data recorded by the Organiser shall constitute proof of all dealings between the Organiser and the Exhibitor.
Data recorded by the payment system shall constitute proof of any financial transactions.

6. LATE PAYMENT OR FAILURE TO PAY

Any amounts that remain outstanding upon expiry of the payment date set out on the invoice, whether or not that date is the same as that which is set out on the Registration Application or in the summary of the online reservation application, shall give rise to the application of late payment interest rates equal to three times the statutory interest rate in effect and starting from the day following the payment date set out on the invoice.
In the event of non-compliance with the payment deadlines set out in clause 4 "Methods of Payment" above, a flat-rate indemnity of €40 in respect of recovery fees shall be required by the Organiser in addition to any late payment penalties referred to above. It is hereby expressly agreed that this flat-rate indemnity shall not preclude any other fees incurred by the Organiser in recovering unpaid invoices.
Stands shall only be made available to Exhibitors once full payment has been made.
Once a stand has been allocated to an Exhibitor, the balance must be paid on or before the date indicated on the invoice.
In the event that the balance remains outstanding after the payment date, the Organiser reserves the right to make the allocated space available to another applicant and/or to prohibit the Exhibitor from occupying that space; that notwithstanding, the

Exhibitor shall remain liable to pay the outstanding balance to the Organiser.

7. VAT

Exhibitors from outside France have the option to obtain a VAT refund as follows:

For countries that are members of the European Union:

- Submit the refund request via the appropriate online State portal where the Exhibitor is registered in accordance with the provisions of Directive 2008/9/CE of 12 February 2008. In France, this is the fiscal portal at www.impot.gouv.fr.

- A digital copy of the original invoices for all sums over €1,000 must be attached and submitted with the online refund request.

- The refund request must be submitted on or before 30 September of the calendar year that follows the refund period.

For countries outside the European Union:

The Exhibitors concerned must without fail appoint a tax representative in France to carry out this and any other tax formalities.

8. WITHDRAWAL

The Exhibitor shall notify the Organiser in writing of any cancellation.

In the event that the Exhibitor partially (by reducing the surface of its stand area) or fully cancels its participation in the Exhibition and/or its request for an equipped stand, on any date and for whatsoever reason, the Exhibitor shall nonetheless remain liable for the payment of all outstanding amounts due in respect of its participation and/or stand. Furthermore, any amounts already paid in respect of rent for a stand area and/or a request for an equipped stand, shall be retained by the Organiser and the Exhibitor shall remain liable for the payment of any outstanding amounts, which shall fall due forthwith irrespective of the dates set out on any invoice or Registration Application, whether or not the reserved stand is allocated to another Exhibitor.

Moreover, the Exhibitor shall pay compensation to the Organiser of an amount equivalent to 15% of its order in respect of its attendance at the Exhibition and/or its request for an equipped stand.

It is hereby expressly agreed that in the event that an Exhibitor has not occupied their allocated stand area twenty-four (24) hours before the opening of the Exhibition, the Exhibitor shall be deemed to have cancelled its participation in the Exhibition and the aforementioned provisions shall apply.

9. INSURANCE

9.1. Exhibitor's property and civil liabilities

The Organiser is not liable for any damages or losses caused by an Exhibitor to a third party, or any damage suffered by the Exhibitor's property.

Consequently, the Exhibitor undertakes to subscribe to the necessary insurance policies that cover its actions during the Exhibition.

The Exhibitor undertakes in particular to subscribe to, prior to the Exhibition set-up date, and with insurance companies that are certified to provide insurance in France, insurance policies covering:

- *Financial consequences of any liability claims for any bodily injury, material damage and consequential financial loss caused to third parties, including to the Site manager and Site owner, due to its activities during its participation in the Exhibition (including during the set-up and break-down phases).*
- *Financial consequences of any civil liability claims for property losses at the Site, whether they are consequential or not, caused to the Site manager and/or Site owner, during the Exhibitor's occupation of the Site. Tenant risk insurance must be obtained for minimum damage cover of €3,000,000.*
- *Damages or losses caused to property owned by the Exhibitor or placed in its care.*

Given this, the Organiser offers a loss and damage insurance policy the Exhibitor can take, subscribed to by Comexposium Assurances, under the specific conditions stated in sub-clause 9.3 below.

The Exhibitor must provide proof of its subscription to such insurance policies by sending a copy of the insurance certificate to the Organiser within thirty (30) days of signing the Registration Application or receiving online validation of the stand reservation application.

If the Exhibitor does not provide proof of its property damage insurance policy, the automatic insurance cover offered in the Registration Application or the online stand reservation application will be automatically invoiced to the Exhibitor by the Organiser in order to meet the requirements of the Site Manager company.

9.2 Insurance offered by the Organiser:

a) Automatic insurance covering the Exhibitor's property:

The Organiser offers Exhibitors the option of taking out insurance cover subscribed to by Comexposium Assurances on behalf of its Exhibitors. This insurance policy covers any damage to property held by Exhibitors who have subscribed to it by accepting the proposed insurance in the Registration Application. The amount of cover is specified in the Insurance Regulations appended to the Registration Application and is also accessible on the Exhibition website, subject to any changes to the insurance conditions.

By taking the proposed insurance, as detailed in the appended Insurance Regulations, the Exhibitor is taking cover with Comexposium Assurances, who is the policy subscriber.

b) Supplementary insurance cover for the Exhibitor's property:

The Exhibitor may submit a request to the Organiser to subscribe to insurance for:

- *Property damage or losses: additional insurance on top of the amounts covered by the principal policy upon payment of a premium calculated from the additional capital value.*
- *Plasma screens: a specific insurance policy must be subscribed to.*

9.3. Waiver of recourse

a) Against the Site manager and/or Site owner companies:

By executing the commitments undertaken by the Organiser towards the Site manager and/or Site owner companies, the Exhibitor, by the mere fact of its participation, declares that it waives all recourse that it or its insurers may be entitled to make against these companies and their respective insurers, for any direct or indirect losses the latter parties may cause to its property, equipment or fittings as well as any caused to that of its agents, as well as for any operating losses and/or extra costs regardless of the cause, with the exception of malicious acts.

In addition, the Exhibitor declares it waives all recourse against the Site manager and/or Site owner companies and their respective insurers in the case of one of the following events occurring, with harm caused to the Exhibitor:

- *In the event of fire damage, theft, water damage, humidity or any other situation affecting the Exhibitor's own property, it must insure itself against these risks.*
- *In the event of abnormal actions by other Site occupants, their staff or suppliers, or visitors.*
- *In the event of interruption or inadvertent functioning of the water, gas or electricity supply, the air conditioning or other general systems, and the suspension or shut-down, even for an extended period, for a reason outside the control of the Site manager and/or Site owner companies of fluid systems including the automatic fire extinguisher network, heating and air conditioning systems, or any of the equipment items shared by the Site.*
- *In the event of contamination of the heating, water or air conditioning networks for a reason outside the control of the Site manager and/or Site owner companies.*
- *In the event of security measures taken by the Site manager and/or Site owner companies and/or by any government authority, should these cause harm to the Exhibitor.*

The Exhibitor undertakes to obtain the same waiver from its insurers.

b) Against the Organiser:

The Exhibitor also declares it waives all recourse that it or its insurers may be entitled to make against the Organiser and its insurers in regard to direct or indirect damage that its property, equipment and fittings may suffer as well as that of its agents, as well as for any operating losses and/or extra costs regardless of the cause, with the exception of malicious acts.

The Exhibitor undertakes to obtain the same waiver from its insurers.
It is further specified that, on the basis of reciprocity and exception made of malicious acts, the Organiser and its insurer waive any claim against the Exhibitor and its insurer for damage affecting any property, equipment and fittings belonging to the Organiser and for which the Exhibitor is responsible. It is further specified that this waiver is not applicable for any loss or damage that may affect the Site's buildings, fittings and equipment owned by the Site Manager and/or Site Owner companies and that has been given into the care of the Exhibitor.

10. ALLOCATION OF STANDS

The Organiser shall draw up an Exhibition floor plan and shall allocate stand areas as applications are received and taking into account the different sectors of the event. The Organiser shall use their best endeavours to take into account the wishes of the Exhibitors and the nature of the products exhibited. So as to be able to do this, and taking into account the inherent constraints imposed in the placement of Exhibitors, the Organiser reserves the right to modify the surface area requested by the Exhibitor, up to a maximum of 20%, and to modify the corresponding invoice accordingly. Such modifications shall not give rise to any right for the Exhibitor to cancel its participation in the Exhibition. It is hereby expressly agreed that the Organiser shall have exclusive discretion to determine the allocation of stand areas.
Participation by an Exhibitor in any previous events shall not confer upon the Exhibitor the right to be allocated any particular stand area(s).
Any complaints made by an Exhibitor in respect of the allocation of stand areas should be addressed in writing to the Organiser no later than seven (7) days from receipt of the Exhibition floor plan. Any such complaints must be supported by documentation that clearly sets out the serious nature of, and/or the reasons for, the complaint.
Where the Exhibitor complies with the provisions set out in the present clause, the Organiser shall use its best endeavours to meet a request to change an allocated stand area.
Where the Exhibitor has not referred back to the Organiser upon expiration of the seven (7) day period starting from receipt of the floor plan, it shall be deemed to have accepted the stand area allocated to it.
Under no circumstances whatsoever shall the Organiser be held liable for any consequences arising from the placement of a stand area allocated to an Exhibitor.

11. SUBLETTING/SHARED EXHIBITING

Exhibitors may not provide any advertising services of any nature on any media for a company that is not itself an Exhibitor. Furthermore, the Exhibitor is prohibited from assigning or subletting any stand or part of any stand area that it has been allocated without prior written agreement from the Organiser. Where the Organiser agrees to the subletting by the Exhibitor of all or part of an allocated stand area, the Exhibitor shall pay the requisite registration fees for each of the companies present at the allocated stand area. The Exhibitor undertakes to ensure that any sub-lessee of its stand area shall comply with the Terms and Conditions. The Exhibitor hereby acknowledges that it shall be liable for any breach of the Terms and Conditions committed by any sub-lessee of its stand area. Moreover the Exhibitor hereby indemnifies the Organiser against any action, claim, charge, judgment and/or miscellaneous disbursements that may arise as a consequence of the presence of any company at its allocated stand area and/or their participation in the Exhibition.

12. STANDS

Information regarding the installation and removal of stands is available in the Exhibitor's Guide.

a) Stand layout and decoration

• The presentation of products shall only be permitted inside the stand area and in a manner that does not encroach upon the pathways and so as not to interfere under any circumstances with neighbouring stands. In the event that the Exhibitor breaches the provisions of the present sub-clause the Organiser may remove the Exhibitor's products and/or materials and the Exhibitor shall bear any costs arising therefrom.
The Exhibitor shall create an ambiance that properly reflects the products it is exhibiting and shall pay particular attention to the general decoration of its stand(s).
All materials and products shall be displayed in an aesthetically pleasing manner.
The use of stalls is strictly prohibited. Merchandise shall be kept in a storeroom.
The Exhibitor shall comply with the maximum height regulations for the stands and brand signs as set by the Organiser (refer to the Exhibitor's Guide for further details). No decoration on any stand shall exceed the height limits set out in the aforementioned regulations without the prior written agreement of the Organiser. Any breach of the provisions of the present sub-clause may result in the immediate disassembly of the Exhibitor's stand and the Exhibitor in breach shall bear any costs arising therefrom. Where the Exhibitor is allocated an island stand, it shall not construct supplementary partitions without obtaining prior written agreement from the Organiser.
The Exhibitor shall, within the timeframe set out by the Organiser, submit a draft layout of materials and equipment to the Organiser for approval.
Exhibitors are hereby expressly reminded that they must obtain approval from the Organiser, or a service provider duly appointed by the Organiser, for their layout plan.

b) Stand use - compliance with applicable laws and regulations

The Exhibitor undertakes to comply with any laws and regulations applicable to the carrying out of the activity/activities and/or provision of the service(s) that it wishes to develop within the scope of its participation in the Exhibition. To this end, the Exhibitor undertakes to make any obligatory declaration(s) and to obtain any necessary approval and/or authorisation(s) (and in particular, in the event that it sells or gives away drinks to be consumed on the premises) and all in a manner such that under no circumstances shall the Organiser have cause to be concerned.
Furthermore, the Exhibitor undertakes not to cause any discomfort (noise, odour etc.) to neighbouring Exhibitors and not to interfere with or negatively impact the organisation of the Exhibition.

c) Degradations

Except where stated otherwise, the stand area and any materials that shall be made available to the Exhibitor shall be deemed to be in good condition.
The rented stand and/or any materials provided as part of the layout and/or decoration of the stand shall be returned to the Organiser in good working order. The repair of any degradations caused to the building or land let to the Exhibitor and identified when the stand space is returned to the Organiser shall be invoiced directly to the Exhibitor.

13. PERMITTED PRODUCTS, BRANDS AND SERVICES

The Exhibitor is prohibited from exhibiting at its stand any products, brands or services other than those set out on its Registration Application or its online stand reservation application and which are accepted by the Organiser.
Moreover, the Exhibitor hereby declares and warrants that it holds all rights relating to the products and/or services exhibited, or in the alternative case, that is has been authorised by the rights' holder(s) to exhibit the products, brands or services at its stand.
The Exhibitor hereby warrants that the products and/or services it exhibits comply with any applicable safety standards in force and hereby accepts full liability for any defects of the aforementioned products and/or services, such that under no circumstances shall any party be able to impart any liability to the Organiser in relation to the aforementioned products and/or services.

14. INTERNET SERVICES

The Exhibitor shall be exclusively liable for the contents of any information supplied by it for the purposes of publication on the Exhibition website, and in particular for information related to its products and/or services and the characteristics, performance and prices etc. thereof.
The Exhibitor hereby warrants that the aforementioned information is lawful and in particular that it complies with any applicable regulations in force relating to the name, the description, the offer,

the presentation, the user manual and the description of the scope and terms and conditions of any guarantee for any goods, products or services that may be published online and generally, that any information complies with any publicity and/or consumer protection laws in force.
The Exhibitor shall be exclusively liable for the publication of all texts, logos, illustrations, photographs and pictures, products and brands and only the Exhibitor shall hold any reproduction rights in relation thereto.
The Exhibitor hereby agrees to indemnify the Organiser against any voluntary or judicial proceedings brought by any third party.

15. ILLICIT TICKET TOUTING

The act of offering for sale or showing with the intention to sell or transfer or supplying with the intention to sell or transfer any Exhibition access passes (entry passes, invitations, tickets etc.) in a public or private place or on the Internet, without the authorisation of the Organiser, is a criminal offence punishable by questioning and arrest by the police and a fine of €15,000. In the event that such an offence is repeated, the fine is increased to €30,000.

16. INVITATION CARDS

The copying or re-sale of invitation cards is strictly prohibited and shall be subject to prosecution and/or other sanctions.
Furthermore, in the event that any fraudulent use of an invitation card is brought to its attention, the Organiser reserves the right to withdraw the invitation.

17. DEMONSTRATIONS AND OTHER EVENTS

a) Demonstrations
Demonstrations may only be held at the Exhibition for those products that require a specific technical explanation. Furthermore, such demonstrations may only take place where the Organiser has given a special prior written authorisation. Demonstrations on a raised podium are strictly prohibited. Demonstrations carried out using a microphone, or which harangue or solicit in whatsoever manner, are strictly prohibited. Any full or partial closure of an Exhibitor's stand during normal opening hours to the public and, in particular, during any demonstration, is strictly prohibited without express prior written authorisation from the Organiser.

b) Other events
All attractions, shows or animations taking place within an Exhibitor's stand area must be authorized in advance by the Organiser. To this end, the Exhibitor shall provide to the Organiser specific details of any such project (such as the materials and sound sources intended to be used, the type of animation intended to be put on/displayed etc.).
In any event, the power of any loud speakers intended to be used may not exceed 30 decibels (dB) and they shall be turned inwards towards the interior of the stand and angled towards the floor. The sound level shall not exceed 85 decibels (dB).

***c)** Under no circumstances shall any demonstration or event take place in a manner so as to interfere with the neighbouring Exhibitor(s) or the general movement around the Exhibition and, more generally, with the proper carrying out of the Exhibition. In the event that there is a breach of the provisions of the present sub-cause, the Organiser reserves the right to revoke any authorisation for the relevant demonstration or event forthwith and without further notice.*

18. ADVERTISING

All advertising using sound or lighting must comply with the Exhibition's Decoration Regulations and shall be subject to the prior written agreement of the Organiser. Any such agreement shall be conditional upon the advertising not interfering with any neighbouring Exhibitor(s) or the general movement around the Exhibition and, more generally, with the proper carrying out of the Exhibition. In the event that there is a breach of the present sub-cause, the Organiser reserves the right to revoke any authorization for the relevant demonstration or event forthwith and without further notice.
Distribution in the Exhibition pathways and within the entrance hall of the Exhibition, of brochures, flyers, vouchers or other printed matter intended to encourage Exhibition visitors to go to the Exhibitor's stand, is strictly prohibited. Only those brochures, flyers, vouchers or other printed material that are displayed and offered within the interior of the Exhibitor's stand are authorised.
Any documentation given to any visitor to an Exhibitor's stand, such as a business card or order form, shall bear the brand or trade mark or the company name of the Exhibitor as set out on its Registration Application.

19. SALES METHODS/UNFAIR COMPETITION

The Exhibitor is hereby reminded that the French Consumers Code [le Code de la Consommation] expressly prohibits sales at a premium (article L 121-35 of the Consumers Code), sales at loss (article L 442-2 of the Consumers Code), pyramid selling (article L 122-6 of the Consumers Code) and related sales transactions (article L 122-1 of the Consumers Code) as well as false sales.
Any sale by auction shall comply with the applicable legislation in force (law number 2000-642 of 10 July 2000 relating to the regulation of voluntary sales of chattels by public auction).
The exhibitor undertakes to remind visitors that any purchases made at the Exhibition, other than those subject to a consumer credit agreement (article L311-12 of the Consumers Code) and those arising from a personal invitation to come to a stand to receive a gift, shall not benefit from the right to cancel the purchase.
The Exhibitor is hereby expressly prohibited, for the entire period of the Exhibition, from engaging in acts of unfair competition such as conducting surveys and distributing advertising items outside its stand area, where such surveys or distribution give rise to the diversion of visitors to the Exhibition in favour of the Exhibitor.
The Exhibitor is obliged to ensure that any agreements it enters into with visitors to the Exhibition are executed in good faith.

20. COUNTERFEIT ITEMS

The Exhibitor shall personally undertake to ensure the protection of any intellectual/industrial property rights related to the materials, products, services and brands exhibited in accordance with any applicable legislation or regulatory provisions in force, and the Organiser shall not be held liable for any failure on behalf of the Exhibitor to comply with the provisions of the present clause, in particular in the event of any action brought by another Exhibitor or a visitor to the Exhibition.
In the event that a competent court finds that the Exhibitor has breached the provisions of the present clause, the Organiser reserves the right to oblige the Exhibitor to comply with any stipulations made in the court's findings.

21. DISPLAYING PRICES

Prices shall be displayed clearly using the French language and shall be inclusive of all taxes and in compliance with any applicable legislation in force so as to ensure that the general public is properly informed thereof. Any price reduction announcements (discount, rebate or repayment) made by way of labelling, marking or display shall be in accordance with any applicable legislation and regulations in force relating to the provision of prices to consumers, and may only be effected inside the stand area by way of notices such as small posters. The maximum size of any such notices or posters shall be 30cm x 20cm.

22. SALES FOR TAKE AWAY

Unless stated otherwise, any sale whereby a purchaser may take immediate possession at the Exhibition of the purchased items is prohibited.
In any event, and where authorized to sell such items, the Exhibitor hereby undertakes to comply with any applicable regulations in force on the day(s) of the Exhibition relating to the sale of items for immediate take away.

23. SACEM DECLARATION

Exhibitors wishing to play music at their stands must give the Organiser prior written notice of the same. It is furthermore hereby expressly stipulated that the Exhibitor shall be exclusively liable for compliance with any intellectual property regulations and/or legislation relating to the playing of music. Thus the Exhibitor shall make any necessary declarations relating to the

playing of music to SACEM [the French collecting society] and hereby undertakes to make any requisite payments.
The Exhibitor hereby indemnifies the Organiser against any claims and/or action brought by any third party as a consequence of its failure to comply with the provisions of the present clause.

24. TAKING PHOTOS/BRANDS

The exhibitor hereby and for no charge expressly authorizes the Organiser and the COMEXPOSIUM Group:
• to take, should they wish to do so, photographs and/or films featuring the Exhibitor and/or members of its team, as well as any products exhibited at its stand.
• to use any such images freely on any media and in particular for the purposes of advertising material (including on the Internet) in France and worldwide and for a duration of five years beginning from the date of their Exhibition Registration Application;
• to cite and reproduce, for no charge, its trade mark or company name as a commercial reference for the purposes of communication on any medium whatsoever (in particular the Internet) whether in France or elsewhere and for a period of 5 years beginning from the date of their Exhibition Registration Application.
Any Exhibitor who does not wish for all or part of their stand or any elements thereon (logo, trade mark, model) or any members of their team to appear in photographs or films and/or on the Internet by way of advertising material promoting the Exhibition, must advise the Organiser of this in writing before the start of the Exhibition.
Furthermore, any Exhibitor wishing to take photographs of the Exhibition must inform the Organiser in writing of the same before the start of the Exhibition. Furthermore, the Exhibitor shall personally ensure it possesses all necessary authorizations to take photographs of the Exhibition and shall be exclusively liable for complying with any image rights enjoyed by Exhibitors.

25. CATALOGUE

Only the Organiser shall be authorised to publish or have re-published and to distribute the catalogue at the Exhibition. All information deemed necessary by the Organiser for the purposes of editing the catalogue shall be supplied to the Organiser by the Exhibitor, which shall be liable for the same. Under no circumstances shall the Organiser be liable for any omissions or errors of reproduction or composition which may occur.

26. REGULATIONS

Exhibitors shall be familiar with and shall comply with any applicable regulations in force at the time of the Exhibition as issued by any competent public office or by the Organiser, in particular the no-smoking rules that apply to the public areas, the Fire Safety Regulations and the Health and Safety [Protection] Regulations.
The Fire Safety Regulations and the Health and Safety [Protection] Regulations shall be communicated to the Exhibitor by way of the Exhibitor's Guide.
The Organiser hereby strictly prohibits the operation of any stand that does not conform to the aforementioned regulations.

27. EXHIBITOR'S GUIDE

All information relating to the Exhibitor's participation in the Exhibit shall be supplied to the Exhibitor once a stand has been allocated, by way of the Exhibitor's Guide which is sent to each Exhibitor and which is available on the Exhibition website. The Exhibitor hereby undertakes to comply with the security provisions and the customs formalities, as well as the limitations imposed on the fitting out and decoration of the stands.

28. CUSTOMS

Each Exhibitor shall be responsible for carrying out any applicable customs formalities in respect of any materials and/or products originating from abroad.
The Organiser shall not be held liable for any difficulties arising in connection with such formalities.
The Exhibitor hereby indemnifies the Organiser against any claims and/or actions arising in relation to the customs regulations and formalities and shall pay compensation to the Organiser for any loss suffered as a consequence of its failure to comply with the applicable customs formalities.

29. CANCELLATION OF THE EXHIBITION DUE TO A FORCE MAJEURE EVENT

In the event that the Organiser cancels the Exhibition due to a force majeure event as recognized by French jurisprudence, the Organiser shall notify the Exhibitor(s) forthwith.
In the event of cancellation due to a force majeure event, the Organiser shall not be held liable for any loss or damages but shall return to the Exhibitor any amounts paid to it by them.

30. THE ORGANISER'S LIABILITIES

The Organiser shall not be held liable for any injury or commercial loss that the Exhibitor may suffer for whatsoever reason.

31. COMPLAINTS AND DISPUTES - GOVERNING LAW - JURISDICTION

All complaints shall be sent by registered post with recorded delivery within 10 (ten) days of the end of the Exhibition.
The parties shall endeavour to settle amicably and forthwith, any dispute that may arise between them in relation to the interpretation and/or the execution of the Terms and Conditions. Any dispute that cannot be settled in this manner shall be subject to the exclusive jurisdiction of the competent court(s) of Nanterre, France.
Participation in the Exhibition, as well as any acts undertaken as a consequence of this participation, shall be subject to French laws and regulations.

32. TOLERANCE

Any tolerance shown by the Organiser in respect of any partial or complete failure by the Exhibitor to carry out any provision(s) set out in the present Terms and Conditions shall under no circumstances, irrespective of the duration or frequency thereof, give rise to any rights for the benefit of the Exhibitor nor shall such tolerance modify, by any means or in any manner, the extent of or performance of the Exhibitors obligations as set out herein.

33. INVALIDITY

In the event that one or more provisions of the Terms and Conditions are found to be invalid and/or unenforceable or declared as such under any law, regulation or following the decision of a competent court, the remaining provisions shall remain applicable.

34. SANCTIONS

In the event of any breach of the Terms and Conditions, the Organiser, having given formal notice in the presence of a bailiff in respect thereof and where the breach remains unremedied, shall have the right to close the corresponding Exhibitor's stand forthwith and prevent the Exhibitor from entering the stand area, without such an action giving rise to a right to claim material or non-material damages from the Organiser in respect thereof.
The Exhibitor shall be liable for any costs arising from the intervention of the Organiser (bailiff's fees and/or fees relating to the closure of the stand).
In any event, once any breach has been identified, the Organiser shall have the right to terminate this contract without incurring liability for any losses suffered by the Exhibitor, and shall have the right to repossess the stand area forthwith.
Furthermore and in addition to the previous paragraph(s), the Organiser shall have the right, for a period of three (3) years, to refuse the Exhibitor admission to any Exhibition held by any company within the COMEXPOSIUM Group.

Payment of comprehensive insurance for exhibitions

The organiser is not responsible for damage that the exhibitors may cause to, third parties or for damage to property of exhibitors. .
However, the organiser recommends that exhibitors enrol in the insurance policy underwritten by COMEXPOSIUM ASSURANCES, on their behalf, with the AXA FRANCE company.
This insurance policy covers damage to the exhibitors' property (loss, theft, destruction) and stand equipment, under the conditions and within the limits of the insurance policy, provided that the exhibitors enrol in said policy by taking out the insurance offered on the application form.
This AXA France insurance policy no. 4 930 013 304 is an appropriate solution based on the situation, the needs expressed and the financial terms and conditions of the policy (deductible, insurance benefit and premium).
***It is recalled that the insurance taken out by the exhibitor does not cover the third party liability of the latter.** In this regard, the exhibitor acknowledges having taken out all the insurance policies necessary with an insurance company covering its third party liability and that of any person involved directly or indirectly in the exercising of its activities and/or those of its company, for any physical injuries, material or intangible damage caused to a third party during his attendance and/or that of its company at the Exhibition EQUIP AUTO that shall take place from 13 to 17 October 2015 – Parc d'Expositions de Paris-Nord Villepinte (including during the assembly and dismantling periods).*

The insurer:
AXA France Company
26 rue Drouot - 75009 Paris
Policy no. 4 930 013 304

I - COVER

A – PURPOSE AND SCOPE OF THE COVER

1/ Events insured
The insurance covers any material damage, losses and damage caused to the goods exhibited, including the fittings of the stands pursuant to any non-excluded event.
It is specified that acts of terrorism and attacks and Natural Disasters are only covered in France.

2/ Goods insured
The insurance covers the goods of the exhibitors and the co-exhibitors, and the fittings of the stands.

B – EXCLUSIONS OF COVER

The exclusion of cover clause is the clause whereby the insurer, when it defines the purpose of its cover, expresses its intention to exclude from said cover certain events, certain types of damage and, more generally, certain risks.
The insurer shall therefore not be liable for any event, property or damage excluded by it through the exclusion clauses in case of damage.

1/ Events excluded
Damage, losses and deterioration suffered by the goods insured are excluded from the cover that results:
- ***from foreign war or civil war,***
- ***from the direct or indirect effects of an explosion, discharge of heat or radiation resulting from the transmutation of atoms or radioactivity as well as the losses due to the effects of radiation provoked by the artificial acceleration of particles,***
- ***from confiscation, sequestration, seizure or destruction by order of any government or public authority, as well as the consequences of any infringements,***
- ***of flooding or overflowing of stretches of natural or artificial water, rain water, floods, tidal wave, moving blocks of snow or ice or other natural disasters (except those covered under the Law on natural disasters no 82-600 of 13.07.82, cf. Article 2 above),***
- ***of a specific defect, wear and tear, age, slow deterioration, moths, parasites and rodents of any kind,***
- ***of the insufficiency or unsuitability of the packing or packaging,***
- ***of simple thefts or misappropriations committed by the employees of the Insured Party or of the beneficiary as well as of the intentional or fraudulent fault of the insured party or of the beneficiary, who have the strict obligation to act in all circumstances as if they were not insured,***
- ***of the influence of atmospheric agents for object exposed to the air,***
- ***of epizootic as regards animals,***
- ***of the fading of flowers, trees ad floral decorations as well as of any plants.***
- ***of any losses or disappearances on the stands where free distributions or tastings are made of any goods or beverages whatsoever,***
- ***of any sanitary or disinfection measures or cleaning, repair or renovation operations,***
- ***of the defective assembly or dismantling of the objects insured,***
- ***of the breaking of fragile objects such as porcelain, glassware, mirrors, marble, pottery, terra cotta, sandstone, ceramics, alabaster, plaster, waxworks, cast iron works, under glass or windows.***

If the occurrence of these events cannot be excluded, it appears however that they are not likely to deprive the exhibitor of the protection of the coverage offered in a large number of circumstances during the exhibition.
Nevertheless, of these events excluded from cover, we draw your attention to acts of petty theft or embezzlement committed by the insured's employees. Thus, such events may under no circumstances activate the insurance cover and shall therefore not be indemnified if they should occur.

2/ Goods excluded
We draw your attention to the fact that the following goods are excluded from the cover:
- ***Works of art,***
- ***Objects of special value. An object of special value means an object whose intrinsic value is not related to the costs incurred to obtain it,***
- ***Furs, skins and carpets,***
- ***Cash and notes,***
- ***Personal effects and objects, jewels, cameras, radios, electronic pocket calculators and all the objects belonging specifically to any person attending the event directly or indirectly,***
- ***Connected telephones,***
- ***Removable software and software packages,***
- ***Plasma or LCD screens (the exhibitor can take out a specific insurance policy to cover this equipment).***

3/ Damage excluded
The following items are always excluded from the cover granted by the Insurer:
- ***Indirect losses of any kind whatsoever such as loss of profits, damages, duties and other taxes, penalties of any kind and, notably, those relating to a deadline or delay for any reason whatsoever,***
- ***Stains of animals,***

- ***Damage caused to materials, clothes, fur, carpets, tapestries and covering (floors, walls, partitions) by marks, stains, dirty marks and burns of cigars, cigarettes and/or pipes, except those resulting from water damage, fire or theft,***
- ***Scratches, scrapes, rust or any oxidation and/or corrosion,***
- ***Damage to the objects exhibited under stands, when these goods are located outside of the latter,***
- ***Damage, losses and deterioration suffered by the goods insured when this damage is the result of the operating or mechanical or electrical malfunction of the said objects.***

C – AMOUNT OF THE COVER

The cover is fixed at € 500 per square metre rented with a minimum of € 6,000 and a maximum of € 300,000.
This amount is the limit of liability, i.e. the maximum amount of the insurer's obligation. Moreover, in case of loss, you may not obtain compensation in excess of the above-mentioned amount in the event that the insurance coverage is activated.
In the event of theft, the payment of the compensation shall be made after deduction of a deductible of € 300 per loss.
The deductible is the sum of money or the portion of the damage for which you will be responsible in the event that a risk occurs. In addition, the insurance benefit shall be paid for losses in amounts greater than the deductible and for the portion in excess of the deductible.
For all these reasons, we believe that the AXA France insurance policy no. 4 930 013 304 is an appropriate solution based on the situation, the needs expressed and the financial terms and conditions of the policy (deductible, insurance benefit and premium).

D - ADDITIONAL INSURANCE

If the value of the exhibited items exceeds the insured amount, exhibitors are advised to take out additional insurance.
Moreover, plasma and LCD screens are excluded from coverage. However, the exhibitor has the option of taking out special insurance.
The additional insurance enrolment form for damage to property or for plasma or LCD screens is attached to these insurance regulations and is also included in the Exhibitor's Guide, which will be sent to each participant or accessible on the exhibition's website.

II – INSURANCE CONDITIONS

A – TAKING OF EFFECT OF THE COVER

The cover applies to the stands provided to the exhibitors from the day before the opening to visitors (7.00 p.m.) to the last day of opening to visitors (closing time).

B – SPECIFIC PREVENTATIVE MEASURES FOR THEFT COVERAGE.

The cover for Theft without break-in applies when the following preventive measures have been taken:

- *During the hours of opening to the public and/or to exhibitors, as well as during the period of installation and dismantling, the stand must be permanently guarded by the Exhibitor or by one of its employees.*
- *During the hours of closure to the public et/or to exhibitors, the audiovisual equipment used for advertising purposes (such as video recorders, cameras, video cameras and portable microphones) must be stored in a locked cupboard and/or specific area.*

If you fail to do so, you risk being denied coverage by the insurer.

C – PROVISIONS SPECIFIC TO OBJECTS OF VALUE

Objects in precious metals (gold, silver or platinum), precious stones, pearls, gold or silver plate, time-pieces and any objects of a small size and/or of great value must be locked up :

- *During the hours of opening of the exhibition to the public : in solid showcases equipped with thick glass and locked by safety locks*
- *During other times (installation – closure – dismantling) : in a safe approved by the insurer.*

If you fail to do so, you risk being denied coverage by the insurer.
The risks of theft are only covered in the event of break-in or in the event of violence committed against the guard or guards.

III – LOSSES

A – Declaration of the loss

The losses must be immediately declared to the Organiser.
In addition, losses must be reported within twenty-four (24) hours, regardless of the damage, under pain of forfeiture.
Every declaration of a loss must imperatively state the date, the circumstances of the loss and the approximate amount of the damage and must be accompanied by the original filing of a complaint in the event of theft.
This claim form must be sent directly to SIACI SAINT HONORE, as indicated in section VII below.
The claim form must indicate the insurance policy number, i.e. AXA France policy no. 4 930 013 304.

B – Measure to take at the time of a loss

You must also take any measures to ensure the protection of the undamaged objects and, when the liability of a third party can be involved, must take all the measures required by the laws and regulations in effect to protect the recourse of the insurer.
If you fail to do so, you risk being denied coverage by the insurer.

C – ASSESSMENT OF THE LOSS

It is recalled that the insurance cannot produce a profit for the insured party. It only covers the compensation for its material losses in accordance with the ***compensation principle*** *stipulated by the Code in Article L 121-1.*
In the event of a loss covered by the insurance policy, the damage is assessed by mutual agreement.

D – PAYMENT OF THE BENEFIT

The benefit shall be paid to the owners of the insured property.
If the coverage amount applied for is insufficient, the benefit shall be divided proportionally to the total value of the damaged property of each of the exhibitors present at the stand.

IV –WAIVER OF RECOURSE

Every exhibitor, by the sole fact of its attendance, declares that it renounces any recourse that it or its insurers may have the right to exercise against the organiser and the operating company of the premises where the event takes place and their insurers, for any direct or indirect damage that the latter may cause to its goods.
The insurance conditions that are the subject of these Articles are governed by the Insurance Code.

V - PERSONAL DATA

The personal data collected on the enrolment form for the above-mentioned insurance policy and during the term of the policy may be disclosed to the Insurer and to the persons involved in managing the policy (intermediate underwriters, experts and reinsurers).
Said data shall be used to manage the policy, to analyse and control risk, to carry out the services, to prepare statistics and to enforce the legal, regulatory and administrative provisions in force.
As provided by law, the insured may access the information concerning him/her, have it corrected, object to its disclosure to third parties or to its use for commercial purposes by sending a letter to COMEXPOSIUM ASSURANCES.

VI – CONTACT DETAILS OF AND INFORMATION ABOUT THE INSURANCE BROKER

COMEXPOSIUM ASSURANCES
Insurance brokerage firm registered with ORIAS under number 10 058 342 and located at 70 Avenue du Général de Gaulle - 92508 Paris La Défense Cedex
Telephone: 01 76 77 11 11

The registration of COMEXPOSIUM ASSURANCES can be verified at www.orias.fr.

COMEXPOSIUM ASSURANCES is subject to the control of the Autorité de Contrôle Prudentiel (ACP) located at 61 rue Taitbout - 75436 Paris Cedex 09 (Switchboard: 01 55 50 41 41).
COMEXPOSIUM ASSURANCES is a subsidiary of the COMEXPOSIUM company.
COMEXPOSIUM ASSURANCES offers only property and casualty insurance policies at the exclusion of public liability and life insurance policies.
COMEXPOSIUM ASSURANCES has a civil liability guarantee and a financial guarantee in accordance with the insurance law, which it has obtained from the ALLIANZ company.
COMEXPOSIUM ASSURANCES has no financial ties to insurance companies.

To assist it in offering the above-mentioned insurance policy, COMEXPOSIUM ASSURANCES has granted power to the ***COMEXPOSIUM company,*** *agent intermediate underwriter registered with ORIAS under number 10058581, whose head office is located at 70 avenue du Général de Gaulle- 92058 Paris La Défense Cedex.*

The registration of COMEXPOSIUM can be verified at www.orias.fr.

COMEXPOSIUM *is subject to the control of the Autorité de Contrôle Prudentiel (ACP) located at 61 rue Taitbout - 75436 Paris Cedex 09 (Switchboard: 01 55 50 41 41).*
COMEXPOSIUM *has no financial ties to insurance companies.*

VII - CLAIM FORM

In the event of a loss, claim forms must be sent to:
SIACI SAINT HONORE
18 rue de Courcelles
75384 Paris Cedex 08
Telephone: +33 (0)1.44.20.99.99

Such claim forms must meet the above-mentioned conditions and be sent by registered letter with acknowledgment of receipt.

Decoration regulation

IMPORTANT

In order to avoid disputes, it is mandatory to submit the stand layout plans by post or by e-mail for approval by **11th September 2015.** The stand layout plans must necessarily include the following elements:

- **Plan view** including scale, dimensions, and positions of setbacks (from neighbouring stands and aisles);
- **Elevation view** including scale, dimensions and heights of projected volumes.

Any project that will not comply with the Regulations will be rejected, and any stand that would be erected without the approval of the Architectural Services Firm for EQUIP AUTO will be dismantled at the exhibitor's expense.

ARCHITECTURAL SERVICES FIRM FOR EQUIP AUTO:

DECO PLUS - M. Wilfrid TOUGARD
1 rue Paul Delaroche
75116 PARIS
Tel: +33 (0)1 47 63 94 84
Fax: +33 (0)9 57 44 80 92
E-mail: w.decoplus@free.fr

The EQUIP AUTO Architectural Regulations cover the stand layout and construction rules which have been set out to guarantee the proper operation of the exhibition and optimum visit comfort. Re-used stands are subject to the Architectural Regulations 2015 like newly constructed stands. They must comply with the required setbacks and heights, and must be approved by DECO PLUS.

No agreement made between exhibitors will be authorized; only the organizer or DECO PLUS is entitled to grant dispensation upon submission of a written request.

1. HALL FLOOR, PILLARS AND WALLS

Floors, walls and pillars are either made of concrete or enamelled metal.

It is strictly forbidden to drill, screw, nail or embed the walls, cladding panels, pillars and floors of the halls, in particular to anchor exhibited machines. Furthermore, it is forbidden to paint or mark the walls, pillars and floor of the halls.

- **Allowed floor loading:** 35 tonnes or 13 tonnes per axle.
- **Overload:** 5 tonnes / sq. m.
- **Resistance to puncture:** 6.5 tonnes maxi per 10 sq. cm (10/10 cm)

Your space must be restored to its original condition. All waste materials (e.g. carpeting, adhesives) must be removed. Any damage reported on stand dismantling will be charged to the exhibitor who is liable for the damage.

The exhibitor is personally responsible for his suppliers, i.e. decorators, installers, contractors…

2. STAND INSTALLATION AND DISPLAY OF EXHIBITS

Exhibits on display must not disturb nor damage neighbouring stands. Equipment and machinery must not project beyond the stand boundaries.

3. SOUND PRESENTATIONS

Exhibitors who wish to use sound equipment on their stands must comply with the following rules:

The sound power reflected by the decoration or presentation items shall not exceed 80 dB(A) – when measured within a 2.50 metre area surrounding the stand.

The rules laid down for the use of sound equipment on stands are intended to minimize inconvenience to neighbouring stands.

Moreover, for playing music or organizing musical presentations on your stand, you must pay fees before the exhibition opening to the following French music rights body:

SACEM
16, avenue Gabriel Péri
95210 SAINT GRATIEN - France
Tel. +33 (0)1 39 34 19 10
sylvie.bizouard@sacem.fr

Please comply with the above sound level without exception and even for a short time. Continuous and severe inspection will be carried out to ensure that these rules are strictly observed.

The organizer reserves the right to take all appropriate measures to stop any sound presentation performed in violation of the above rules.

4. ELECTRICAL INSTALLATIONS ON STANDS

For obvious safety reasons, it is strictly forbidden to use the private installations of the exhibition centre "Parc des Expositions de Paris Nord Villepinte" (e.g. hall ducts, water ducts) for laying electrical cables to the stands.

5. HEIGHT OF CONSTRUCTION

The height limits do not affect the equipment on display

The height of the separations with joint stands must respect a **3 m** maximum height from the floor of the building (flooring included).

Any construction or decoration item which is **higher than 3 m**, but not higher than 6 m, from the building floor, and which is erected next to adjoining stands, **shall be set back 1 m from the adjoining stand(s)**.

Office sides, decoration items or panels facing neighbouring or adjoining stands must necessarily be smooth, plain painted in neutral colours or covered with M1 fireproof wall cloth.

Electrical cables must not be visible.

6. CONSTRUCTION OF STAND SIDES EXPOSED TO AISLES

We remind you that it is forbidden to erect walls or screens consisting of partitions or office walls or annex rooms which may affect the overall view of the hall hide neighbouring stands or hinder the free movement of visitors on the stand.

For this reason a 50% wide opening must be established on every side, with a closure of maximum 10 meters length.

Construction height must not exceed 3 m (with or without raised technical floor) alongside aisles.

7. DOUBLE-DECK STANDS

Any installation project for a stand with a mezzanine must be presented to the Organiser.

The exhibitor or fitter must provide a file comprising the calculation notes of an inspection office and have an approved organisation * check on site and draw up a report at the end of assembly. These documents must be presented when the Safety Commission makes their tour.

To accommodate a mezzanine, your stand must measure at least 150 m² on the ground. The mezzanine surface must not exceed 1/3 of the ground surface area with a maximum of 300 m². Only one level is authorized. Load in use: 250 kg/m²

Any infringement of these obligations may cause the immediate dismantling of the stand.

It is mandatory to send the stand structural stability certificate issued by an authorized body (*), as well as the drawings and strength calculations (not later than September 11th 2015) together with assembly instructions to the following address:

CABINET WATTEAU
M. Philippe WATTEAU
41, rue Lazare Carnot
77340 PONTAULT-COMBAULT - France
Fax: +33 (0)1 70 10 40 11
GSM : +33 (0)6 85 94 49 57
E-mail: philippewatteau@numericable.fr

( ) Expert in the strength of buildings, double-deck stands*

SOCOTEC
3, avenue du Centre
Les quadants
78182 SAINT QUENTIN EN YVELINE - France
Tel: +33 (0)1 30 12 80 00

8. SIGN / LIGHTING BRIDGE

The sign must not exceed 6 m high maximum from the building floor.

The lighting bridge must not exceed 6.50 m high from the building floor.

Suspended signs must be fitted within a distance of 3 m to 6m from the floor.

The highest point of the sign or its support as well as lighting bridges must not be higher than 6 m above the building floor.

The sign and lighting bridges must be confined within the stand limits and must be set back 1 m from boundaries between adjoining stands.

Flashing signs are prohibited.

For all your electrical cabling, stage lighting, lighting kits and assembly requirements:

VERSANT PONTS ET LUMIERE
Your Contact: Melika DALLA
Phone Number: + 33(0)6 22 36 06 32
Email: comex@alpinistes.com

9. CAPTIVE BALLOONS

Balloons which are inflated with a gas lighter than air and which serve as signs must comply with the authorized heights and setbacks.

10. LIGHTS

Flashing lights and beacons are prohibited.

11. PILLAR COVERING

The hall pillars as well as the surrounding walls are covered with wooden cladding 3 m high.

Dressing pillars is limited to a height 5 m from the floor of the building.

Attention:

Smoke extraction controls or fire extinguishers are mounted on the side panelling or on pillars.

For stands comprising an RIA post (fully charged fire hydrants) it is imperative to keep the access clear for any intervention by the safety services. An RIA must not be enclosed in a room or concealed by decorative elements or house plants.

It must be left visible at all times.

12. SLINGING / HANGING FROM THE FRAMEWORK

Hanging operations from the hall framework must be carried out exclusively by the technical services of the Parc des Expositions de Paris Nord Villepinte.

Requests must be submitted directly to the exhibition on the following site services.equipauto.com

All suspended items must comply with the decorations regulations of the show. The orders of slings will be allowed to a maximum height of 7 m

13. LEAFLETS

Unless a commercial agreement has been specifically reached, it is strictly forbidden to distribute leaflets, handouts, etc. outside the stands, including in the areas around the halls (i.e. check-in gallery, car parks, front square).

14. MACHINERY IN OPERATION

All machines and equipment shown in operation during the exhibition must be declared to the exhibition organizer; otherwise they will have to cease operation (Cf. form « Declaration of machine(s) in operation » at services.equipauto.com)

All presentations and demonstrations shall be carried out under the exhibitor's full responsibility. A protected area must be provided to ensure that the public is kept at a minimum distance of 1 m from operating machines. This distance may be increased depending on the exhibit's features. These provisions shall apply to all stands, including outdoor stands.

Only machines and equipment approved by the Safety Commission as complying with the regulations will be allowed to be exhibited in operation.

15. USE OF GAS CYLINDERS

The number of gas cylinders must be minimized. It is strictly forbidden to store them on stands. They must be connected and secured to the machines.

It is desirable to use empty or dummy cylinders. These must be identified and marked by the exhibitor.

Disabled access

Making a location accessible means to enable persons in a temporary or prolonged condition of handicap to exercise their rights as citizens, and offer well-being for all.

Accessibility forms part of the general building rules, in the same way as safety does. The dimensional aspects that characterise it have been defined on the basis of a standard occupied wheel chair. This size makes it possible to make arrangements likely to satisfy the functional requirements of all persons with reduced mobility.

In accordance with the legislative and regulatory provisions in force, the effective implementation of accessibility must be translated by the possibility:

- of moving around without knocking into obstacles created by designers or other building professionals
- of accessing buildings of all descriptions
- of using all the service provisions placed at the disposal of the general public.

Accessibility does not eliminate physical deficiency but it should contribute to abolishing disadvantages. It makes it possible to preserve a degree of independence for those who are affected by a motor deficiency.

Accessibility is an essential condition for safety, independence and the social integration of persons with reduced mobility.

Accessibility of establishments and facilities open to the general public.

Technical guide for the application of legal texts:

Law no. 05-102 of 11 February 2005 (Journal Officiel 12 February 2005). Law N 75-534 of 30 June 1975 (JO July 1, 1975) Law N 91-663 of 13 July 1991 (JO July 19, 1991)

(L.111-7, L. 111-8 to 111-8-4 of the Building and Housing Code and L. 421-1 and L. 421-3 of the Town Planning Code). Decree no. 94-86 of 26 January 1994 (JO of 28 January 1994) (R. 111-19 - R. 111-19-3 of the Building and Housing Code).

Decree no. 95-260 of 8 March 1995 relating to CCDSA (JO 10 March 1995) Decree of 31 May 1994 (JO 22 June 1994)

Circular no. 94.55 of July 7, 1994 (BO Equipment facilities no. 94/20)

GENERAL REGULATORY REQUIREMENTS

1. Horizontal circulation

The route that is the most easily negotiable should be the most common or one of the most common routes. It must lead as directly as possible and without interruption from the limit of the defined building permit or works areas to the spaces or installations open to the public.

The floors must not be soft or slippery and must present no obstacles to the passage of wheels. Throughout its length it should ideally be horizontal with no irregularities. If a slope is unavoidable, the values on the drawing opposite are acceptable. Any uneven surface must be crossed by a sloping surface if there is no lift. The positioning of the handrail does not apply to bays.

Horizontal rest landings of a minimum length of 1.40m, not including clearance for doors, are required every 10m for ramps of between 4% and 5%, at the top and bottom of each slope in front of all doors and inside each double entrance door.

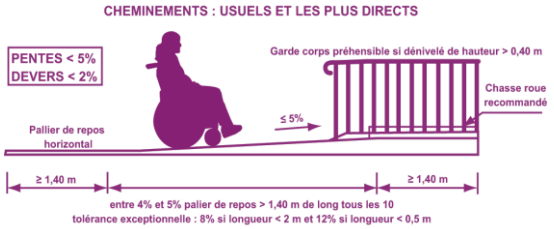
Changes in floor level, or lips, must be rounded or chamfered. The minimum distance is 2.50m between two lips. Slopes with "coltsfoot" steps or successive lips are forbidden.

If a transverse or sideways slope cannot be avoided, it must be under 2%. The minimum width of passageways is 1.40m (1.20m if there are no walls on either side).

Care must be taken to avoid grills, gaps and holes that present an obstacle to wheels or walking sticks (see diagram below).

Visually impaired persons must be able to detect various obstacles with their stick while moving around, and for the partially sighted, obstacles must be in colours that contrast with their immediate surroundings.

DIMENSION AND QUALITY REQUIREMENTS



GRILLES TROUS OU FENTES ET RESSAUTS

2. Vertical circulations (and raised stand)

LIFTS

Accessible lifts are obligatory if:

- the establishment can receive fifty persons on the upper floor.
- the facility receives fewer than fifty persons when services cannot be provided on the ground floor or at access level.

The lift is deemed to be practicable if its characteristics allow use by a person in a wheelchair (see diagram below).

Sliding doors are obligatory.

The controls are at a maximum height of 1.30m and stopping position accuracy is ±2cm maximum

If the lift has more than one entrance, the minimal dimensions required are 1m (parallel to each door) x 1, 30m (perpendicular to each door).

The lift must be validated by an inspection bureau subsequent to assembly.

STAIRS

Unless there is also a lift, one of the staircases must be suitable for use by reduced-mobility persons who have difficulty moving about.

The minimum width is 1.20m if there is no wall, 1.30m if there is a wall on one side and 1.40m if it is between two walls. The maximum height of the steps is 16cm and the minimum stair width is 28cm.

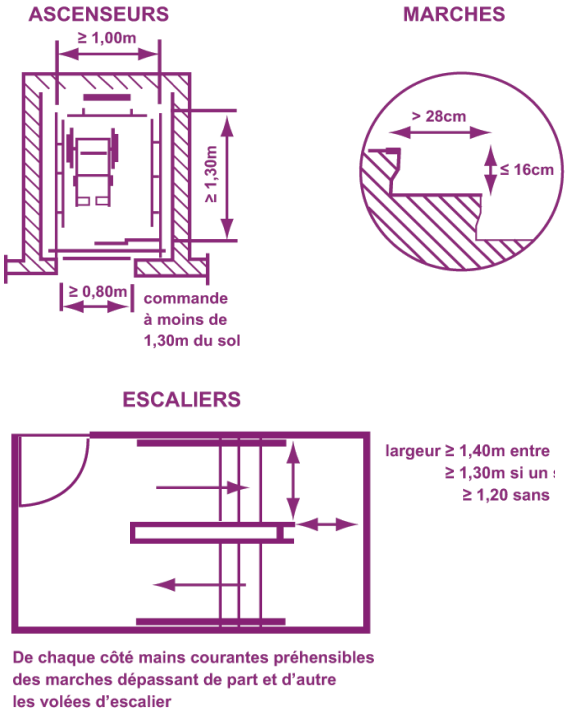
The front edges of the steps must be clearly visible.

Stairs of more than three steps, whether inside or outside, must have handrails on both sides.

The handrail extends beyond the first and last steps of each flight.

Comments

- The width of the staircase is measured between handrails when there are no walls and between handrail and wall when there is only one wall.
- On a curved or circular staircase, the step width is measured in an area situated between 0.60m from the inner side and 0.60m from the outer side.
- Whether inside or outside, any staircase without a corresponding lift must be accompanied by a ramp.



TABLE, BANK, TICKET OFFICE

The height of at least one of the ticket offices, counters etc., where they exist, must be accessible to persons with reduced mobility (room for arms and knees).

An area with minimum dimensions of 1.30m x 0.80m must be provided in front of or beside each accessible table or ticket office.

Recommendations

- Persons with walking difficulties should be offered the possibility of sitting down in all places where the public are required to wait (offices, waiting rooms, etc.).
- The installation of various sound amplification and transmission systems would be desirable, to be able to cater for persons with hearing impairments.
- Sound alarms must have corresponding light signs and vice versa.

3. Signposting

The international symbol for disabled accessibility, of a stylised side view of a person sitting in a wheelchair, will be the only sign used to indicate reduced-mobility facilities that are not easy to find.

Comments

- Parking spaces are indicated by panels and only public transport vehicles for persons of reduced mobility or vehicles displaying the "GIG" or "GIC" initials may park in thesespecially provided spaces.

Safety and Fire Regulations

1. OVERVIEW

Safety rules regarding risks of fire and panic in establishments open to the public have been established by the Order dated June 25th, 1980 (general provisions). The Order dated November 18th, 1987 sets forth the specific provisions applicable to exhibition halls.

The text below is excerpted from said regulations in order to facilitate understanding.

The Safety Board is quite severe regarding stand construction (stability, construction and decoration materials, electrical installations, etc.). The decisions made during Safety Board inspections, the day before or the morning the event opens must be immediately implemented. Stand installation must be completed for Safety Board inspections.

The exhibitor (or his representative) must be present at the stand and be prepared to provide flammability reports for all materials used. Non-compliance with this rule may lead to the removal of such materials or a prohibition on opening the stand to the public.

All large projects (> 40 m²) must be submitted to the trade show's Safety Supervisor for approval. Drawings and technical information must be submitted to the organizer at least one month before the trade show opens.

During the assembly period, the Safety Supervisor shall monitor application of the safety rules indicated hereinafter. Moreover, all information regarding fire safety may be obtained by calling:

Mr Philippe WATTEAU
Tel.: +33 (0)6 85 94 49 57
(business days, from 9.00 am to 6.00 pm)
Fax: +33 (0)1 70 10 40 11
Email: philippewatteau@numericable.fr

MATERIAL FIRE CLASSIFICATION (Order dated June 30th, 1983) : materials are classed under 5 categories: M0, M1, M2, M3, and M4. M0 indicates non-flammable materials.

2. STAND FITTING-OUT

2.1 – Stand framework and partirions – Large furniture

All materials classed M0, M1, M2, and M3(1) shall be permitted for stand framework and partition construction and for building large furnishing (crates, counters, display stands, separation screens, etc.)

Conventional classification for wooden materials (Order dated June 30th, 1983)

The following shall be deemed to have the characteristics of M3 class materials:

- solid non-resinous wood whose thickness is greater than or equal to 14 mm,
- solid resinous wood whose thickness is greater than or equal to 18 mm,
- wood-derivative panels (plywood, lath, fibreboard, particleboard) whose thickness is greater than or equal to 18 mm.

N.B.: It is absolutely prohibited to place any facilities above the alleyways (structure or fascia band, bridge, etc.)

2.2 - Surfacing Materials

2.2.1 - Wall Surfacing

Wall surfacing (natural textiles or plastics) must be composed of M0, M1, or M2 (1) class materials. They may be stretched or attached with clips. Various very thin (1 mm max.) surfacing (fabric, paper, plastic films) may be used bonded directly on M0, M1, M2, or M3 material support surfaces. However, embossed or relief paper must be bonded directly to M0 materials only. Exhibited materials may be presented in the stands without required fire-reaction testing.

Nevertheless, if said materials are used for decorating partitions or fake ceilings, and if they represent more than 20% of the total surface of said elements, the provisions contained in the preceding paragraphs shall apply to them. However, said provisions shall not apply to trade shows and stands specifically for interior decoration in which textiles and wall surfacing are presented.

(1) Or made so by fireproofing

2.2.2 - Curtains - Wall Hangings - Sheer Curtains

Curtains, wall hangings, and sheer curtains may be free-hanging if they are class M0, M1, or M2. They are, however, prohibited on stand entrance and exit doors, but authorized on cabin doors.

2.2.3 - Paints and Varnishes

Paints and varnishes are strictly prohibited if they are deemed flammable (e.g. nitrocellulose or glycerol-phtalic)

2.2.4 - Floor, Podium, Stage, and Tier Surfacing

Floor surfacing must be composed of M4 class materials and solidly attached. Surfacing, whether horizontal or not, of podiums, stages, and tiers higher than 0.3 m and total surface area greater than 20 m² must be constructed of M3 class materials. If their total surface area is less than or equal to 20 m² said surfacing may be constructed in M4 class materials.

N.B.: for M3 or M4 class carpets on wood, factor in the attachment method. Fire reaction testing data must include the statement: "Valid for stretched laying on M3 class supports."

2.3 - Decorative Elements

2.3.1 - Free-Hanging Elements

Decorative elements or free-hanging decor panels (advertising panels with a surface area greater than 0.5 m², garlands, light decorative items, etc.) must be composed of M0 or M1 class materials.

The use of signs and advertising containing white letters on a green background is strictly prohibited, as said colours are exclusively reserved for indicating exits and emergency exits.

2.3.2 - Floral Decorations

Floral decorations and synthetic materials must be limited. If not, said decorations must be produced using M2 class materials. The present provisions shall not apply to trade shows and stands specific to floral activities

N.B.: For natural plants, give preference to the use of peat humus which must be kept damp at all times.

2.3.3 - Furniture

There are no requirements for common furniture (chairs, tables, desks, etc.). However, crates, counters, shelving, etc. must be composed of M3 (1) materials.

2.4 - Canopies - Ceilings - Suspended Ceilings

Stands with ceilings, suspended ceilings, or full canopies must have a covered surface area less than 300 m². Should the covered surface area be greater than 50 m², the appropriate fire suppression systems manned continuously by at least one safety agent must be provided during times when the public is present.

2.4.1- Canopies

Canopies shall be authorized under the following conditions:

- in establishments protected by an automatic water based fire suppression system (2), the canopies must be composed of M0, M1, or M2 (1) materials,
- in establishments not protected by an automatic water based fire suppression system, they must be composed of M0 or M1 class materials.

In addition, they must have an effective hanging system preventing them from falling and be supported by a system of crosswires with a maximum mesh size of 1 m². In all cases, ceiling and suspended ceiling suspension and attachment must use M0 class materials. When insulation is placed in the ceiling or suspended ceiling plenum, it must be composed of M1 class materials.

2.4.2 - Ceilings and Suspended Ceilings

Ceilings and suspended ceilings must be composed of M0 or M1 class materials.

Nevertheless, 25% of the total surface area of ceilings and suspended ceilings may be composed of M2 class materials. Lighting fixtures and accessories shall be included in said percentage. Moreover, should the ceiling and suspended ceiling component elements be perforated or netted, they may be composed of M2 class materials where the solid surface is less than 50% of the total surface area of such ceilings and suspended ceilings.

2.5 – Handicapped Person Access

Installing a floor pan on the ground whose thickness is greater than 7 mm requires it to be equipped around its entire perimeter with a slope whose depth shall be equal to twice its height (i.e.: for a 2 cm thick floor pan, the slope shall have a 4 cm depth). This point shall constitute dispense for the creation of an ambulant disabled persons' entrance for floor pans up to 4 cm thick. Beyond this thickness, in addition, all floors where the public may go must include an integrated ambulant disabled persons ramp, which may not impinge upon the travel circuits. It must be 0.9 m wide with a slope between 2% and 5%.

2.6 – Fireproofing

Proof of fire reaction classification for the materials used in the exhibition halls must be provided upon request to the Safety Supervisor in the form of labels, reports, and certificates.

Surfacing and materials fulfilling the safety requirements are available for purchase from specialized merchants who must provide certificates corresponding to material classification.

To obtain a list of such merchants, contact:

GROUPEMENT NON FEU, 37-39, rue de Neuilly
BP 249, 92113 Clichy (Tel.: +33 (0)1 47 56 30 81)

Fireproofing must achieve M2 quality for materials which, in their normal state, are moderately or easily flammable. This may be accomplished by spraying a special liquid, by applying a special paint or varnish with a brush, or by soaking an a special bath. Fireproofing must be performed either by decorators, who must be capable of providing information regarding material processing or by an approved applicator, who shall provide the exhibitor with an approved certificate including the following information: type, surface area, and colour of the treated surfacing, the product used, operation date, as well as the operator's stamp and signature. Contact information for approved applicators may be obtained from:

GROUPEMENT TECHNIQUE FRANCAIS DE L'IGNIFUGATION
10, rue du Débarcadère, 75017 PARIS
Tel.: +33 (0)1 40 55 13 13

(2) This is the case of Halls 5 and 6 at the Parc d'Expositons de Paris Nord Villepinte

N.B.: Fireproofing may only be applied to wooden panels or natural fabrics or those with a significant proportion of natural fibres. It is not possible for synthetic fabrics or plastics.

VERY IMPORTANT:

Original foreign reports may not be used. Only reports from approved French laboratories shall be accepted (Euroclass classification table at the end of the present rules)

2.7 – Exterior Stands and Marquees, Tents, and Structures

Any building or constructions located outside the Halls must have a case file indicating site location, dimensioned drawings of the construction with surface area, number of levels, etc.

This file must be submitted for approval to the Security Supervisor at least two months before the event.

In some cases, smoke evacuation, verification of assembly-solidity-stability, and a verification of electrical facilities by an approved body may be requested.

Marquee, tent, structure definition: A closed, itinerant establishment with a flexible cover, for various uses.

This type of establishment must have an attestation of conformity delivered by a Marquee, Tent, and Structure Verification Office. Contact the Security Supervisor (Cabinet Watteau) for information regarding the steps to take.

3 – ELECTRICITY

3.1 - Electrical Facilities

The electrical facilities for each stand must be integrally protected against surcharges and ground faults. All metal grounds must be interconnected and connected to the stand's electrical switch board ground. Electrical connections must be made inside connection housings. Electricity cut-off systems must be continuously accessible to stand staff.

3.2 - Electrical Equipment

3.2.1 - Electric Wiring

Electric wiring must be insulated for a minimum of 500 V, which prohibits the use of H-03-VHH (scindex) wiring. Use only wiring for which each conductor has its own protective sheath, with all conductors housed in a single protective sheath.

3.2.2 – Conductors

The use of conductors with a cross-section less than 1.5 mm² is prohibited.

3.2.3 - Electric Devices

Class 0 (3) electric devices must be protected by nominal differential current systems of at least 30 MA.

Class I (3) electric devices must be connected to the protective conductor in their supply line.

For Class II (3) electric devices, those bearing the symbol are recommended.

3.2.4 - Multi-sockets

Only fixed-based multi-sockets or adapters are allowed (moulded multi-sockets)

3.2.5 - Halogen bulbs (EN 60598 standard)

Lighting fixtures containing halogen bulbs must be: placed at a height of at least 2.25 m, kept away from flammable materials (at least 0.5 m from wood and other decorative materials), solidly attached, equipped with safety screens (glass or fine mesh) providing protection against the effects of exploding blubs.

3.2.6 - High-Voltage Lighted Signs

High-voltage lighted signs within reach of the public or stand staff must be protected, in particular the electrodes, by a screen of M3 class material or better. The cut-off switch must be indicated and transformers placed in a spot that does not pose a danger to people. Their presence may be indicated with a sign "Danger, High Voltage."

(3) as defined in standard NF C 20-030

4 - CLOSED STANDS - ROOMS SETUP IN THE HALLS

4.1 - Closed Stands

Some exhibitors may prefer to be isolated in closed stands. Such stands must comply with decoration rules on page 23 Article 5 and must have direct exits to travel ways. Their number and size shall be based on stand surface area, i.e.:

- Less than 20 m²: one 0.9 m exit
- from 20 to 50 m²: 2 exits, one 0.9 m, the other 0.6 m
- from 51 to 100 m²: either two 0.9 m exits or 2 exits, one 1.4 m, the other 0.6 m
- from 101 to 200 m²: either two exits, one 1.4 m, the other 0.9 m, or three 0.9 m exits

Exits must be evenly distributed (1 every 6 m) and on opposites sides if possible. Each of them must be indicated with an “Exit” sign in clearly visible white letters on a green background. If the stand is closed with doors, they must open outwards, with no locking system, and without swinging into traffic.

4.2 - Rooms Setup in the Halls

Independently of surfaces reserved for exhibition, meeting rooms, restaurants, movie theatres, or presentation rooms with stages or tiers, etc. may be setup.

Platforms and tiers for standing must have a resistance of 600 kilos per m². Platforms and tiers with seats must have a resistance of 400 kilos per m².

Stairs accessing tiers must have a height of at least 0.1 m and at most 0.2 m with a going of at least 0.2 m. In this case flights of stairs are limited to 10 and nose alignment must not exceed 45°.

As each case is specific, a detailed drawing must be submitted to the Safety Supervisor who shall define the measures to be applied.

5 – RAISED LEVELS

5.1 - General Remarks

In accordance with standard NF P 06-001, raised level facilities must be sufficiently solid to resist weights of:

- for levels of less than 50 m² surface area: 250 kilos per m²,
- for levels of 50 m² and over: 350 kilos per m².

Under no circumstances may raised levels be covered.

N.B.: The method for calculating weights or floor resistance certification must be submitted to the trade show Safety Supervisor during the assembly period.

In addition, a certificate from an approved organization must certify stand stability.

In addition, an approved organization must verify the stability of all raised levels.

Piercing resistance must not be greater than that permitted in the relevant site. Each stand may only have one raised level. Its surface area must be less than 300 m². Each stand must be equipped with fire suppression systems, i.e.: a water spray extinguisher, placed at the bottom of each stairway and a CO2 extinguisher located near the electrical switchboard. Should the raised level be greater than 50 m², the appropriate supplemental fire suppression means must be manned by at least one safety agent at all times when the public is present.

5.2 – Entrances and Exits

Raised levels must be served by evenly distributed stairs, whose number and width shall be based on the surface area of said levels, i.e.:

- up to 19 m²: one 0.9 m stairway,
- from 20 to 50 m²: 2 stairways: one 0.9 m, the other 0.6 m,
- from 51 to 100 m²: either two 0.9 stairways, or two stairways one 1.4 m and the other 0.6 m,
- from 101 to 200 m²: 2 stairways, one 1.4 m, the other 0.9 m,
- from 201 to 300 m²: two 1.4 m stairways.

Only stairways separated by at least 5 metres shall be taken into account.

Exits must be indicated with an “Exit” sign in clearly visible white letters on a green background.

5.3 – Straight Stairs

Straight stairs for public circulation must be constructed such that the steps comply with professional standards and flights have no more than 25 steps. In so far as possible, flights must be in opposite directions.

Step height must be between at least 13 cm and 17 cm at most; width must be at least 28 cm and 36 cm at most. Step height and width must be related as follows: 0.6 m < 2 H + G < 0.64 m.

Said heights and widths must be regular in the same flight, although this is not required for the first step. Landings must be of the same width as the stairs; for fights in the same direction, landing length must be greater than one metre. Stairways whose width is at least one passage unit wide must have a handrail (passage unit = 0.9 m) Those whose width is two passage units or greater must have a handrail on each side.

5.4 – Spiral Stairs

Normal or supplementary spiral stairs must have a continuous curve, without landings other than at floors. Step going and height in the stride line, 0.6 m from the core or central gap, must comply with professional standards as indicated in the preceding Article.

Moreover, step exterior going must be less than 0.42 m.

For stairs with a single passage unit, the handrail must be located on the outer edge.

5.5 - Stairs with Straight and Spiral Sections

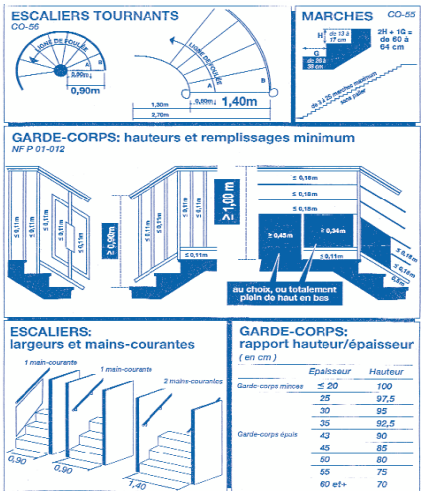
In so far as a stairway complies, in its various straight and spiral sections, with the professional standards defined in paragraphs 5.3 and 5.4 hereinabove, said stairway shall be deemed in compliance with regulations and may be used in establishments open to the public.

5.6 - Guardrails and Stairway Ramps

In accordance with standards NF P 01-012 and NF P 01-013, guardrails must resist thrust of 100 kilos per linear metre.

Glass panels used as protection must be reinforced or ply glass.

So called “securit” glass is prohibited.



6 - LIQUEFIED GASES

6.1 - General Remarks

Bottles of gas, butane or propane, shall be allowed up to one 13 kilo bottle at most for every 10 m² of stand with a maximum of six per stand. The following measures must be taken:

- There must be at least 5 metres of space between two bottles, unless they are separated by a rigid, non-combustible, 1 cm thick screen.
- No bottle, empty or full, must remain within the exhibition hall if it is not connected to a working line.
- Bottles must be connected to the device by a standard-compliant flexible hose.

Such hoses must:

- be replaced at their expiration date,
- be appropriate in connector diameter and equipped with clamping collars,
- not exceed 2 metres in length,
- be inspectable for their entire length and move freely without clamping,
- not be reachable by burner flames or by combustion products.

6.2 - Device Supply

If, exceptionally, a bottle is to supply several devices, tubing must be made of metal (copper or steel). Using solder for connections is prohibited.

Bottles must always be placed upright and the cut-off valve must remain accessible in all circumstances. All closed-in areas where they are stored must include, on the top and bottom, air vents placed so as not to be blocked by a wall, furniture, or a neighbouring device.

6.3 - Installing Cooking Equipment

In addition to the abovementioned rules, the following measures must be taken:

- The floor (or table) supporting the cooking equipment must be composed of non-combustible material or surfaced with M0 materials.
- Cooking equipment must be kept at an appropriate distance from any combustible material and be installed so as to prevent any fire danger.
- If such devices are located near a partition, M0 surfacing must be provided up to a height of one metre beside the device.
- Hood vents must be installed above devices producing emanations or condensation.
- Electricity metres must be at least one metre from water faucets.
- Each facility must:

- have safety instructions (steps to take in case of fire, numbers for emergency services...)
- be equipped with one or more extinguishers.

7 - OPERATING EQUIPMENT - INTERNAL COMBUSTION ENGINES

Every machine presented in operation during the trade show must be declared beforehand, at least one month before the event opens. Only installations that have been declared may be authorized.

All equipment must be correctly stabilized to avoid risks of overturning. All protective measures must be fully completed when the Safety Board passes for inspection. A person in a position of authority must be present at the stand at this time.

No machine may be started or presented operational without qualified personnel present at the stand. All presentations and demonstrations shall be conducted under the Exhibitor's sole responsibility.

The electrical power supply shall be suspended, at the relevant exhibitor's expense, to any stand where machines in operation present a danger to the public and for which no measures have been taken to eliminate them.

7.1 - Equipment Presented in Operation at a Permanent Station

Equipment presented in operation at a permanent station must include appropriate permanent screens or casings, preventing the public from accessing dangerous parts, or be placed such that the dangerous parts are kept away from the public, and at the least, at a distance of one metre from traffic circuits.

7.2 - Equipment Presented in Movement

Where equipment is presented in movement, a protected area must be set aside so that the public may not approach closer than one meter - said distance may be increased given the characteristics of the equipment presented. These provisions shall be valid for all stands, including those in the open air.

7.3 - Equipment with Hydraulic Cylinders

If equipment with hydraulic cylinders is exposed in stationary extended position, hydraulic safeties must be supplemented by a mechanical system preventing any unexpected retraction.

7.4 - Internal Combustion Engines

Approval for the use of internal combustion engines must be requested beforehand at least 30 days before the event opens. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and daily quantity of fuel used and be accompanied by the device's descriptive leaflet, and a drawing of the device's installation on the stand.

No device of this type may be started if the authorization request was not submitted on time.

WARNING: in any case, combustion gases must be evacuated outside the halls.

8 - FLAMMABLE LIQUIDS

8.1 - General Remarks

The use of flammable liquids shall be limited to the following quantities per stand: 10 litres of category 2 flammable liquids for every 10 sq.m of stand, with a maximum of 80 litres, 5 litres of category 1 flammable liquids. The use of particularly flammable liquids (carbon disulphide, ethylene oxide, etc.) is prohibited.

The following measures must be taken: place a receptacle under the tanks or containers capable of holding all the liquid, refill the device outside the presence of the public, place the appropriate extinguishers nearby.

8.2 - Exhibiting Automobiles inside the Halls

Exhibiting automobiles or other vehicles shall be permitted within the halls if they have a direct relationship to the exhibition. Installing "stand" semi-trailers or similar is prohibited. The gas tanks for motors presented stopped must be empty or equipped with locked caps. Accumulator battery terminals must be protected so as to be inaccessible.

8.3 - Presenting Flammable Products

All containers for flammable liquids presented on the stands (paint or varnish cans, bottles, aerosol cans, etc.) must be empty except for a few samples in limited quantity for demonstrations.

8.4 – Prohibited Materials, Products, Gases

Air, nitrogen, and carbon dioxide gas bottles shall be permitted without restriction.

8.4.1 – The following shall be prohibited in the exhibition halls (pursuant to Article T45 of the safety regulations) distributing samples or products containing flammable gas; balloons inflated with flammable or toxic gas; celluloid items; the presence of pyrotechnics or explosives; the presence of ethylene oxide, carbon disulphide, ethyl ether, or acetone.

8.4.2 – The use of acetylene, oxygen, hydrogen, or a gas presenting the same risks is prohibited, unless a specific waiver is granted by the appropriate administrative authority (Prefecture, Safety Board).
Contact the Safety Supervisor

Philippe Watteau
Tel. : +33 (0)6 85 94 49 57
Fax: +33 (0)1 70 10 40 11
Email: philippewatteau@numericable.fr

at least one month before the start of the event for the required regulatory administrative procedure.
WARNING: storage of empty of full bottles shall not be tolerated within the Halls.

8.5 – Smoke Production

Approval for the use of smoke machines to create fog or lighting effects must be requested from the administrative authority (Prefecture, Safety Board) at least one month before the start of the event. Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and daily quantity of gas used, and be accompanied by the device's descriptive leaflet and a drawing of the device's installation on the stand. No device of this type may be started if the authorization request was not submitted on time.

9 - RADIOACTIVE SUBSTANCES - X-RAYS

9.1 - Radioactive Substances

Authorization to present radioactive substances on exhibit stands may only be granted for demonstrating devices and where substance radioactivity is less than:

- 37 kilobecquerels (1 microcurie) for those composed of Group I (4) radioelements,
- 370 kilobecquerels (10 microcuries) for those composed of Group II (4) radioelements,
- 3,700 kilobecquerels (100 microcuries) for those composed of Group III (4) radioelements.

Waivers may be granted for the use of substances with higher activity subject to the following measures: radioactive substances must be effectively protected, their presence must be indicated using the ionisation radiation schematics defined in standard NF M 60-101, as well as their type and radioactivity, their removal by the public must be made materially impossible either by attachment to a device requiring the use of a tool to remove or by distance, they must be under constant surveillance by one or more exhibitors designated by name. When such surveillance ends, even in the absence of the public, the radioactive substances must be stored in a fireproof container, bearing very clearly the conventional symbol for ionizing radiation,

- the equivalent dose rate, at all points in the stand, must remain under 7.5 micro-sieverts per hour (0.75 millirad equivalent in man per hour).

Approval (or a waiver) for the use of radioactive substances must be requested from the administrative authority (Prefecture, Security Board) at least one month before the beginning of the event.

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and radioactivity of the substances and the group to which they belong, the name and title of the persons responsible for their surveillance and be accompanied by the device's descriptive leaflet, a drawing of the device's installation on the stand and a document drawn up and signed by the installer certifying compliance with the present provisions. No device of this type may be started if the authorization request was not submitted on time.

WARNING: stands where radioactive substances are presented must be built and decorated with M1 class materials.

9.2 - X-rays

Authorization to present devices emitting X-rays on the stands may only be granted if they and their accessories comply with the rules set forth in standard NF C 74-100.

In particular, the following measures must be taken: removing superfluous objects from around the x-ray generator and the sample to be examined, materializing and signposting the area not accessible to the public, the leakage exposure rate must not exceed 0.258 micro coulomb per kilo and per hour (1 milliroentgen per hour) at a distance of 0.10 m x-ray generator core.

Approval for the use of x-ray machines must be requested from the administrative authority (Prefecture, Safety Board) at least one month before the start of the event.

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must be accompanied by the device's descriptive leaflet, a drawing of the device's installation on the stand, and a document drawn up and signed by the installer certifying compliance with the present provisions.

No device of this type may be started if the authorization request was not submitted on time.

(4) Radioactive element classification, based on relative radio-toxicity, shall be that defined in Decree no. 66-450 dated June 20th, 1966 regarding the general principles of protection against ionizing radiation.

Autorité de Sureté Nucléaire (ASN)
6, place du Colonel Bourgoin
75572 Paris Cedex 12
Tel: +33 (0) 1 43 19 70 75
Fax: + 33 (0) 1 43 19 71 40

10 – LASERS

The use of lasers in the exhibition halls shall be permitted subject to compliance with the following provisions: in no case shall the public be subjected to the direct or reflected laser beam, the device and its ancillary equipment must be solidly attached to stable elements, the device's surroundings and the area covered by the beam must not contain elements reflecting the relevant wavelengths, the housing containing the laser and its optical deviation system must be class I or II (in accordance with standard NF C 20-030),

- Exhibitors must ensure, during testing outside the presence of the public, the absence of reaction from materials used for fitting-out and decorating the stand, and the fire protection equipment to the heat energy produced by the light beams.

A declaration for the all laser installations must be sent to the administrative authority (Prefecture, Safety Board) at least one month before the start of the event.

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such declaration, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must be accompanied by the device's descriptive leaflet, and a drawing of the device's installation on the stand and a document drawn up and signed by the installer certifying compliance with the present provisions. No device of this type may be started if the declaration request was not submitted on time.

11 - EMERGENCY RESOURCES

Emergency resources must remain constantly visible.

Access to various emergency resources (fire hydrant and hydrant stems, first aid hose systems, telephones, extinguishers, smoke release hatches, etc.) must remain continuously unblocked.

12 - OPERATING INSTRUCTIONS

It is prohibited to create, on the exhibition surfaces, in the stand, and in clearance areas, piles of crates, wood, straw, cardboard, etc.

Periodic (daily) cleaning must remove dust and waste of all types from the premises. All waste and debris from cleaning and sweeping must be removed each day, before the opening to the public and be removed from the establishment.

On stands equipped with a first aid hose system, clearance of one metre next to the device must be left free of any equipment up to the public traffic alleyway.

The presence of panels or cloth masking the device is absolutely prohibited.

Safety and Fire Regulations (cont.)

SUMMARY OF FRENCH AND EUROPEAN EQUIVALENCES

- **M0** or **A** European Standards = Non combustible
- **M1** or **B** European Standards = Non flammable
- **M2** or **C** European Standards = Flammable with difficulty
- **M3** or **D** European Standards = Moderately flammable
- **M4** or **E** European Standards = Easily flammable

AUTHORIZED	MATERIALS	DOCUMENT TO BE SUBMITTED
Wood (or wood composite) > 18 mm not laminate	Wood (not laminate) agglomerated plywood lath	None (**M3** assimilated materials)
Wood < 18 mm and > 5 mm Wood > 18 mm, laminate	**M3** original or **D** European Standards	Report **M3** (or Labels on materials)
Plywood - Agglomerate < 5 mm wood based composite	**M1** or fireproofed on both sides with paint, varnish, salts by an approved applicator **B** European standards	Reports **M1** or fireproofing certificate with name of the product, descriptive leaflet, application date
Carpets on the ground	Natural: **M4** or **E** European Standards Synthetics: **M3** or **D** European standards	Reports
Fabrics and surfacing wall textiles	**M1** or fireproofed or **B** European standards	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Plastic materials (plaques, letters)	**M1** or **B** European Standards	Reports **M1**
Paint	Permitted on **M0**, **M1** supports or wood (nitrocellulose paint prohibited)	Reports regarding supports
Free-hanging decoration (paper, cardboard)	**M1** or fireproofed or **B** European standards	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Floral decorations made of synthetic materials	**M1** originally (fireproofing prohibited) or **B** European standards	Reports **M1**
Bonded or clipped decoration (paper)	No substantiation required if bonded over the entire surface or clipped every 5 cm. Split Installation	
Furniture	Large furniture: **M3** or **D** Light structures: **M3** or **D** Padding: **M4** or **E** Envelope: **M1** or **B**	Reports or fireproofing certificate (so substantiation required if rented furniture)
Glazing	Reinforced, tempered, ply	Reports, certificates or substantiation such as an invoice
Other Materials	Request approval	Written response by the Safety Supervisor

N.B.: Reports only from approved French laboratories under current regulations as of November 1998 or, by equivalence, officially recognized by any report corresponding to European Standards applicable within Union Member States.

IMPORTANT PLEASE NOTE

Legislation regarding the Prevention of accidents at work imposes health and safety protection coordination for any work site placing at least two companies or self-employed workers in the presence of one another.

The Exhibitor Instructions communicated to you defines all the measures set in place to prevent risks arising from the interference of the activities of the various people working on this event. This document was drawn up at the request of the show organizer by the coordinator Mr Christophe MONNIER in accordance with the provisions defined by the texts in force and in particular the following law:

Law of 31.12.1993 nr 93-1418 and the decree of 26.12.1994 nr 94-1159
Modified and complemented by the decree nr 2003-68 of 24.01.2003

You are therefore asked to study it and apply the regulatory measures defined in this document.

This General Coordination Plan cannot replace the provisions of the Code of Work.

It does not in any way reduce the responsibilities and duties of the companies working on the site.

For EQUIP AUTO 2015, this coordination mission is carried out by the COMEXPOSIUM Company via a delegated coordinator assisted by a team of experts who make up the safety group of EQUIP AUTO 2015.

This document is a General Health and Safety Protection Plan Intended for the exhibitor, his suppliers and sub-contractors founded on general prevention principles, namely:

-To avoid risks
-To evaluate risks which cannot be avoided
-To combat risks at source
-To take account of technical developments
-To replace what is dangerous by what is not or by what is less dangerous.
-To plan prevention measures by coherent integration of techniques, work organization and working conditions.
-To take collective protection measures giving them priority over individual protection measures

The exhibitor has a duty and legal obligation to:

1°) validate the Safety Instructions Notice on the website of the show.

2°) pass on the information about these instructions to all service providers appointed by himself who work during the assembly and dismantling periods on his stand.

IF YOUR STAND IS:

-Installed by several independent companies.
-Installed by a decorator/stand designer using at least two sub-contractors.
-Includes a mezzanine floor.

If YES to at least one of these:

You must appoint an HEALTH AND SAFETY COORDINATOR for the assembly and dismantling periods and communicate his contact details together with his GHSPCP (General Health and Safety Protection Coordination Plan) to the D.Ö.T Company before: 8 September 2015.

Your decorator/stand builder or yourself are not allowed to carry out this mission. Only a Health and Safety Coordinator having an official certificate of competence is allowed to carry out this mission.

DÖT / EQUIP AUTO 2015
81 rue de Paris – 92100 BOULOGNE
Fax: +33 (0)1 46 05 76 48
E-mail: sps@d-o-t.fr

OBLIGATORY

During the assembly and dismantling periods, access to the exhibition halls will be authorised only to people wearing an Assembly/Dismantling badge

Obligation of protection reminder Cf : Chapter VIII-2 of this document

You are reminded that wearing safety shoes (reinforced toe caps + anti-perforation soles) is obligatory for anyone who enters the show site during these periods.
For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory.
To be accepted into the halls, electrical tools, fixed or portable, must be equipped with a vacuum or dust collection system.
Art. R 4412-70 of code of work

EVENT ASSEMBLY AND DISMANTLING DATES

BARE STANDS EXHIBITORS

Halls	Building	Dismantling
4	The 10 October 2015 from 7.30 am to 7.00 pm The 11 October 2015 from 7.30 am to 8.00 pm The 12 October 2015 from 7.30 am to midnight	The 16 October 2015 from 6.00 pm to midnight The 17 October 2015 from 8 am to 7 pm The 18 October 2015 from 8 am to midday
5A	From 8 to 10 October 2015 from 7.30 am to 7.00 pm The 11 October 2015 from 7.30 am to 8.00 pm The 12 October 2015 from 7.30 am to midnight	The 17 October 2015 from 6.00 pm to 10.00 pm From 18 to 19 October 2015 from 8 am to 7 pm The 20 October 2015 from 8 am to midday
6	From 9 to 10 October 2015 from 7.30 am to 7.00 pm The 11 October 2015 from 7.30 am to 8.00 pm The 12 October 2015 from 7.30 am to midnight	

EQUIPPED STANDS EXHIBITORS

Halls	Building	Dismantling
4	The 11 October 2015 from 7.30 am to 8.00 pm The 12 October 2015 from 7.30 am to midnight	The 16 October 2015 from 6.00 pm to midnight The 17 October 2015 from 8 am to 7 pm The 18 October 2015 from 8 am to midday
5A & 6	The 11 October 2015 from 7.30 am to 8.00 pm The 12 October 2015 from 7.30 am to midnight	The 17 October 2015 from 6.00 pm to 10.00 pm From 18 to 19 October 2015 from 8 am to 7 pm The 20 October 2015 from 8 am to midday

On the last assembly day, no motorised vehicle will be allowed into the halls (Unless special dispensation has been granted by the organizer).

In the dismantling period, on 16 October 2015 for hall 4 and 17 October 2015 for halls 5A & 6, motorised vehicles may only work after 8.00 pm in the halls.

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I. GENERAL INFORMATION ABOUT THE OPERATION

I. I. DEFINITION

The Exhibitors' Safety Instruction is a document written and devised by the coordinator defining all appropriate measures to prevent hazards arising from the interference of the activities of different companies during assembly and dismantling of EQUIP AUTO 2015.

It must be communicated to all exhibitors who must transmit it to their stand designer /suppliers when they have named them. It enables them to inform Suppliers and Sub-contractors about the special measures to apply to ensure safety at work.

I. 2. COMPOSITION

The Safety Instructions that must be validated on the website show.

The safety regulations of the Venue and the Fire Safety instructions are available from the organizer.

I.3. DEFINITION OF THE COMPANY

Any firm that provides services to the exhibitor, and is charged with creating the infrastructures of the stand is considered as a company. The exhibitor is responsible for his own suppliers and sub-contractors.

The company director remains responsible for the safety of his employees and is required to implement the means necessary to avoid and control risks.

The courts severely sanction any damage to the health or safety of employees and the civil and / or penal liability of the company director can be invoked.

The companies declare that they have taken note of the texts quoted in this document, as well as the general conditions of the show organization deposited with the organizer.

In addition, it is supposed that companies have:

a). Taken note of plans and documents useful in carrying out the work, and of event technical files, and that they have taken due note of the sites, places and installation areas of major structures and of all general or local elements relating to the execution of the work,

b). Perfectly understood all the conditions for carrying out the work and have been made fully aware of their importance and their particular features.

c). Made a detailed visit of the site and taken note of all the physical conditions and all constraints pertaining to the places of work, accesses and surroundings, to the ready execution of the work, and to the on-going organization and operation of the worksite.

II. ADMINISTRATIVE INFORMATION

II.1. THE PARTICIPANTS

II. 1. 1 General Organization

The COMEXPOSIUM Company acts as the general exhibition organizer of EQUIP AUTO 2015.

ORGANIZER / EMPLOYER	GENERAL SHOW DIRECTOR
COMEXPOSIUM 70 avenue du Général de Gaulle 92058 PARIS LA DEFENSE Cedex Tel: +33 (0)1 76 77 10 00	**Mr Mario FIEMS** Tel : +33(1) 76 77 13 08 Email: mario.fiems@comexposium.com
TECHNICAL MANAGER	**CONTACT RECEIVING EXHIBITOR'S DEMANDS**
Mr Gilles CRESPON Tel : +33 (0)1 76 77 12 28 Email : gilles.crespon@comexposium.com	**Mrs Valentina GIUDICI** Tel. : +33 (0)1 76 77 13 56 Email : valentina.giudici@comexposium.com

INSURANCE AGENCY – Civil resp / Dam.to property	TOWN HALL
SIACI 18 rue de Courcelles 75384 PARIS Cedex 08 Monsieur Alain JUGE Tel : + 33 (0)1 44 20 96 70 Email : alain.juge@s2hgroup.com	**MAIRIE DE VILLEPINTE** Place de l'Hôtel de Ville 93240 VILLEPINTE Tel : +33 (0)1 41 52 53 00

II.1.2. HSP Coordination / Fire Safety

HSP COORDINATOR	FIRE SAFETY REPRESENTATIVE
D.Ö.T 81 rue de Paris 92100 BOULOGNE Tel : + 33 (0)1 46 05 17 85 Fax: +33 (0)1 46 05 76 48 Email: sps@d-o-t.fr	**Philippe WATTEAU** 41 rue Lazare Carnot 77340 PONTAULT COMBAULT Tel :+33 (0)6 85 94 49 57 Fax : +33 (0)1 70 10 40 11 Email : philippewatteau@numericable.fr

The fire safety representative will be present at the assembly
The date of the safety committee tour of inspection hasn't been defined

FIRE PROOFING	EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE
Groupement NON FEU 37-39, rue de Neuilly BP 249 - 92113 CLICHY Tel : + 33 (0)1 47 56 31 48 **Groupement Technique Français de l'Ignifugation** 10 rue du Débarcadère 75017 PARIS Tel: + 33 (0)1 40 55 13 13	**SOCOTEC** Centre d'Affaires Paris Nord Le Continental – BP 306 93153 LE BLANC MESNIL Cedex Tel: +33 (0)1 48 65 42 37 Fax: +33 (0)1 45 91 19 63

II.2. DEFINITION OF WORK AREAS

VENUE	HALLS
VIPARIS PARIS NORD VILLEPINTE BP 68004 95970 ROISSY CHARLES DE GAULLE Cedex Reception :+33 (0)1 40 68 22 22 Exhibitors ' service: +33 (0)1 40 68 16 16	4, 5A & 6

II.3. THE OFFICIAL BODIES

INSPECTION OF WORK	CRAMIF
1 avenue Youri Gagarine 93000 BOBIGNY Tel: +33 (0)1 41 60 53 00	Service des risques Professionnels. Antenne 93 17/19 avenue de Flandre 75954 PARIS Cedex 19 Tel: +33 (0)1 44 65 54 50
O.P.P.B.T.P.	**Glossary**
1 rue Heyrault 92660 BOULOGNE Cedex Tel : +33 (0)1 40 31 64 00	**CRAMIF :** Caisse Régionale d'Assurance Maladie d'Ile de France **OPPBTP :** Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics

II.4. EMERGENCY SERVICES ON THE SHOW SITE:

EMERGENCY POST	GENERAL SURVEILLANCE POST
Hall 6 Tel : + 33 (0)1 48 63 31 16 Information displayed at the halls entrances	Tel : + 33 (0)1 48 63 30 49
	FIRE SAFETY
	Tel : + 33 (0)1 48 63 30 49

OFF SITE:

FIRE SERVICE	POLICE STATION
1 Chemin des Vaches 93290 TREMBLAY EN FRANCE Tel: 18 ou 112 (mobile) ou + 33 (0)1 48 60 69 48	1/3 rue Jean Fourgeaud 93420 VILLEPINTE Tel: 17 ou + 33 (0)1 49 63 46 10
SAMU	**NEAREST HOSPITAL**
125 rue de Stalingrad 93000 BOBIGNY Tel: 15 ou + 33 (0)1 48 96 44 44	Hôpital Intercommunal Robert Ballanger Bd Robert Ballanger 93602 AULNAY SOUS BOIS Tel: + 33 (0)1 49 36 71 23 / 22

III. GENERAL EVENT ORGANIZATION

III.1. GENERAL PRESENTATION OF THE SHOW

Cf. web site **services.equipauto.com**

III.2. SCHEDULE OF USE OF HALLS

Public opening

HALLS	DATES & TIME
4	The 13, 14 & 16 October 2015 from 9.00 am to 6.00 pm The 15 October 2015 from 9.00 am to 9.00 pm
5A & 6	The 13, 14, 16 & 17 October 2015 from 9.00 am to 6.00 pm The 15 October 2015 from 9.00 am to 9.00 pm

III. 3. VARIOUS SERVICE PROVISIONS

Cf. web site **services.equipauto.com**

III. 4. SITE CONSTRAINTS

III. 4. 1 Traffic movements inside the park

The temporary occupation of this site implies compliance with the standards and conditions (Times of access, parking, speed etc…) defined by the regulations in force in this enclosure and its surroundings. These regulatory texts, as well as the site specifications, can be consulted by contacting the Organizer.

Management of parking (and its duration), traffic movements and access to delivery vehicles displaying authorisation will be set up around the halls and in the park.

Private vehicles must be parked in the car parks. They must not approach the surroundings of the halls. Any vehicle even parked, must be able to be identified

III.4.2. Traffic movements inside the halls

No delivery or private vehicles will be allowed in the halls, during the assembly and dismantling periods, without access authorisation from the organizer.

Means of transporting people (motorised or not) such as: scooter, bicycle, roller blades, electric vehicles, etc… are prohibited in the halls.

Plans showing traffic movement areas, position and contact details of emergency services, the location of open toilet facilities, access schedules for machines and the storage areas will be posted at the entries.

The free movement (of men and lifting equipment) around the stands must be possible at all times during assembly and dismantling.

There must be no storage or parking on the traffic movement areas defined on the plan of the halls.

RESPECT: INSIDE

The paths marked out for fire services and traffic movement areas
The storage areas
The environment by using non-polluting machines

RESPECT: OUTSIDE

Access routes for fire services
Parking areas
Unloading areas
Access gates

IV. HANDLING CONDITIONS

IV.1. GENERAL REMARKS

The movement of machines presents risks and must be reduced to a minimum by strict management and distribution of the equipment.

Companies listed by the exhibitor are asked to set up means of identifying the machines and the men (stickers, identification jackets, etc…)

Lifting and handling equipment must satisfy the requirements of current regulations.

They must be kept in good working order and have satisfied regular inspections in conformity with the Article R 4535-7 of Code of work.

Machines must hold the following documents.

Valid insurance certificate
Valid certificate of conformity (checking report of lifting devices).

Pallet trucks must not be overloaded. It is important to take account of the centre of gravity of the load and the state of the ground to ensure that the load does not overturn.

It is strictly forbidden to climb on machine not provided to transport passenger

Necessary organizational measures should be taken to limit recourse to manual handling to the minimum. (Article R 4541-3 of Code of Work)

However, when it cannot be avoided, the employer must take appropriate measures or put at disposal to the workers, suited measures, to limit physical effort and to reduce incur risks during the handling. (Mechanical assistance, grasping means)

The weight of the loads must be reduced and the working post must be adjusted to do the handlings in the best conditions. (Working space, reduction of the distance that the loads need moving…)

The staff must be trained in the risks of handlings.

The load must not split when it is moved.

For the handling of glass panels, it is recommended to use suction cups. In the same way, for handling plywood sheets, the use of handling clips or panel carriers is recommended.

The containers of bulk loads intended to be hung on working equipment used for lifting must be capable of resisting the efforts undergone during the loading, transport, handling and storage of the load and be equipped to prevent the untimely collapse of all or part of the load during the same operations.

The use of straps to fix the loose loads on the forks of the lifting trucks is obligatory.

IV.2. USE OF MACHINES WITH AN ENGINE

The drivers must be at least 18 years of age and hold driving permits issued by the employer as well as the CACES (safe driving aptitude certificate) and the Special Medical Fitness Certificate.
The speed limit must be respected for any movement outside the halls. It must be reduced and appropriate inside the halls.

These documents must be available for inspection on the site. The users of these machines must comply with the manufacturer's instructions. No carrying a passenger, no lifting a person if the machine is not intended for the purpose, USE OF NON-POLLUTING MACHINES adapted to the tasks, places, loads and configuration of the ground.

The speed limit must be respected for any movement outside the halls.

It must be reduced and appropriate inside the halls

IV.3. LIFTING REGULATIONS

For any use of a crane, a special request must be made to the organizer.

This request must specify where the crane will be operating and the technical constraints of use and assembly. These constraints must appear in the company I.H.S.P.P.

The certificate of conformity of this equipment must be available for inspection.

It is essential that the maintenance and operation of all lifting gear are exclusively carried out by the company, which provides the equipment. This equipment is the sole responsibility of this company.

Whatever the means of lifting used, the users must take care not to work over any other workers and to take all necessary safety provisions.

Lifting loads over the traffic aisles is banned, except with the presence of a guide who must warn the people of this operation.

The maximum load indications of each strap must be respected.

The lifting works must be done in accordance with the articles R 4534-95 à 102 of the French Code of Work

REMINDER

It is forbidden

To drive a truck without a driving licence.
To allow your truck to be driven by an unauthorised person.
To lift a load greater than the machine's capacity.
To increase the value of the truck's counterweight
To lift a poorly balanced load.
To lift a load with only one arm of the fork.
To move around with a high load.
To brake sharply.
To take corners at high speed.
Not to observe traffic signs.
To use traffic lanes other than those established.
To carry people on trucks not specially designed for the purpose.
To leave the engine running in the absence of the driver.
To lift people with trucks not specially designed for the purpose.
To abandon a truck in the movement aisles or on a slope.
To leave the ignition key in the vehicle when the driver is absent.
To park or go under a fork in the high position, even unloaded.
To smoke near a charging battery or while thermal trucks are being filled.
To place metal parts on accumulator batteries

IV.4. STORAGE

It is imperative for materials to be stored on the aisles (or parts of aisles) reserved for this purpose, in the enclosure of the worksite or the storage areas when they are provided.

For this purpose, traffic movement plans will be posted at the accesses to the halls. The schedules and restrictions of use will be specified on these plans.

All workers are asked to respect these plans scrupulously.

At the end of assembly, racks, pallets, etc... must not be stored inside the Show and in the areas behind the claddings (unless authorised to do so by the organizer).

Machines must not be stored, during the assembly–dismantling period, in the traffic movement aisles, but in a storage area determined with the organizer's technical managers.

The exhibiting companies (and their subcontractors) must schedule the arrival of their equipment and materials, their distribution, as well as the departure of empty packaging so that they do not interfere at any time with the movement of machines and men in the aisles.

For the period when open to the public, no machine will be allowed in the enclosure of the halls.

V CLEANING

Exhibiting companies are responsible for cleaning their site and removing their rubble and waste of all kinds.

The worksite must be kept clean at all times to prevent hazards that could be caused by rubbish blocking the aisles around the stand.

They must plan the reservation and removal of skips and organise how they are filled. It is the responsibility of each worker either to cover the skips, or to weigh down the rubble to prevent it from flying around.

You are reminded that no worker must climb into a skip or truck.

VI. INSTALLATIONS AVAILABLE DURING THE ASSEMBLY AND DISMANTLING PERIODS

VI.1. INSTALLATIONS IN COMMON

To ease the general organization of assembly and dismantling, and improve working conditions, the Safety Coordinator demand to the Organizer to ask the Venue to open additional communal toilet facilities in the exhibition halls from the first day of assembly to the end of dismantling. A maintenance service will see to the cleaning of these facilities

The toilet facilities that are open will be indicated on the plans posted up at the halls entrances.

VI.2. CLOAKROOMS

The company is required to place cloakroom facilities (if necessary) at their staff's disposal, in application of current legal texts, available for consultation from the organizer.

There will be no canteen for meals.

VI.3. TELEPHONE ON SITE

Each company places at its staff's disposal a telephone accessible when the site is open for work.

VI.4. ACCOMMODATION

The Company is responsible for providing off-site accommodation for its staff.

VII. ACCESS CONTROL

VII.1. PROTECTION OF WORKERS

VII.1.1. Medical fitness

All personnel called upon to work on the site must be recognised as being medically FIT, and have undergone the obligatory medical examinations and vaccinations associated with the exercise of their profession, as well as those required by Medicine of Work. These certificates must be available on the site.

VII.1.2. Safety training

In conformity with current regulations, and at its own responsibility, the company must ensure that every worker arriving on the site has attended safety-training sessions. (Presentation of special risks, conditions of traffic movements outside and inside the site, safety conditions applicable when carrying out work, special safety instructions, explanation of the operating method, follow-up of preventive measures that have been defined for each task in the Individual Safety and Health Protection Plan).

VII.2. REGISTERS

VII.2.1. Legal Registers

The enterprise must hold obligatory legal documents at the site, as they may be asked for by administrative inspection services.

VII.2.2. Joint site visits

When they arrive on the assembly and dismantling site, companies who have never worked on the site before must make a joint inspection visit with the Safety Coordinator of their stand. A site visit file will be established by the Coordinator and signed by each company manager.

The safety and protection measures are defined with the site managers and the stand Safety Coordinator in reference with the G.H.S.P.C.P established by the Coordinator, taking account of the event G.H.S.P.C.P according to the state of the site at the time of the visit and the way the visit is carried out.

VII.3. ACCESS

Access to the show site is only possible for persons and vehicles carrying authorisation or a badge given by the organizer.

Badges will be distributed to each worker in the event.

Notices prohibiting access to the public stating the essential safety regulations to be observed on the site will be posted up at the halls entrances. These accesses will be guarded. Visits to the worksite by persons other than the authorised workers (children, friends, family, pets…) are strictly forbidden.

VIII. PROTECTION

The workers are reminded that they must give priority to COLLECTIVE protections over INDIVIDUAL protections, anytime that it is technically possible.

VIII.1. COLLECTIVE PROTECTION

Definition: Standardised means of protection set up by a company (barriers, nets, floor, cladding, guard rails…); designed to ensure the collective safety of staff working at a height or on an upper floor during assembly and dismantling.

This collective protection must be rigid composed of a high and low hand rail and a baseboard, safely attached and must be installed from the outside with appropriate means, before any work is purchased on a storey or at height during assembly or dismantling. It must be removed only after the installation of the definitive protection or partition.
The stairs must be protected (Closed or with a guardrail). Material deliveries access must be secured. For the dismantling all these protections must be reinstalled.
Each company must describe the collective protection planned in the Individual Health and Safety Protection Plan.

The company must see to the maintenance of collective protections and will be held responsible if work is carried out in areas not prepared and not protected. It must intervene immediately at any direct request from the stand Coordinator to restore or supplement these protections.

If definitive collective protections cannot be fitted, provisional collective protections must be installed, including for the stair cavities and materials delivery access.

Article R 4323-65 – The collective protection devices must be designed and installed in order to avoid a gap at work station access points namely when a ladder or staircase is used. However when such a gap is unavoidable measures must be taken to ensure equivalent safety.

If a company fails to establish collective protection, the absence of which constitutes a risk for other trades and its own staff, the exhibiting company will have these collective protective measures set up by a company of its choice, at the expense of the defaulting company.

Any ensuing work stoppage will also be charged to the defaulting company.

VIII.2. INDIVIDUAL PROTECTIONS

When collective protection system cannot be implemented, the workers protection must be ensured by appropriate “stop falling” system that cannot permit a free fall as more as one meter. When this kind of equipment is used, the worker must never leave alone.

Companies that have to intervene during the assembly and dismantling periods must, among other things, provide their staff with the following individual protection equipment (IP):

Work clothes,
Gloves adapted to the work,
Safety hard hats compliant with standards,
Safety shoes (reinforced toes + anti-perforation soles),
Safety harness that conforms to standards when the collective protection provisions cannot be implemented. (Art R 4223-61 of the Work Code).
Welding mask and safety goggles during welding, unloading or grinding work.

Respect for these provisions, and the upkeep and good condition of this equipment is the responsibility of each company.

Wearing safety shoes (safety toe-caps + anti-perforation soles) is compulsory for any person entering the show site during the assembly and dismantling periods.
For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory

IX. GENERAL RULES OF CONSTRUCTION

IX.1. DECORATIONS

The decorations must, as much as possible, arrive on the site ready to be assembled so as to reduce building operations to the minimum and the risks which result from this. They must be designed for safe, clean dismantling. It is strictly forbidden to « blow out » panels and partitions during dismantling

IX.2. WORKING AT HEIGHTS

Decree nr 2004-924 of 01.09.2004 concerning the use of work equipment made available for temporary work at a height and integrating new provisions in the labour code (Articles R 4323-58 to R 4323-90).

It is obligatory for companies installing marquees, tents or structures, during the assembly, maintenance and dismantling periods, to set up collective protection measures appropriate for any work on roofs by their staff. The methods considered for carrying out this work must appear in the company I.H.S.P.P.

In any case the people working for the building and dismantling must have a certificate to work at height and a valid authorization from his employer.

Ladders, stepladders and footstep platforms must not be used as work positions.
(Article R 4323-63 of the work code)

However these facilities may be used when it is impossible to use equipment providing a collective protection to the workers or when the risk has been evaluated as low and the work is for a short and non-repetitive length of time (article R 4323-63 of the work code)

The companies may work at heights with scaffoldings or mobile platforms

Approved personnel must assemble scaffolding, respecting the directives or instructions of the manufacturer; the platforms must be correctly positioned, guardrails and stability props must be in place.

Article R 4323-77 – Scaffolding must be equipped on the exterior sides with collective protection devices as outlined in paragraph 2 of the article R 4323-59.

The scaffolding must be level when it is used. The wheels of mobile scaffolding must be locked in position when the scaffolding is in use.
No worker must remain on mobile scaffolding while it is being moved.

For the assembly of scaffolding, steps, etc…, it is essential for companies to equip their personnel with hard hats and safety harness, in addition to safety shoes and gloves. They must make sure that the use of these I.P. by their personnel is effective.
Legal restrictions concerning work at heights must be respected.

IX.3. MEASURES TAKEN CONCERNING CO-ACTIVITY

Companies must provide a detailed assembly and dismantling schedule in their I.H.S.P.P

Any work which might create a situation placing workers over each other must be resolved by carrying out the work at different times, or with special protection arrangements.

Within the framework of the timetable of assembly and dismantling work, companies acting on the same site must take all appropriate individual protection measures to prevent hazards caused by superimposed work, particularly during the installation and dismantling of gantries, signposting, light adjustments of the altimetric readings, and assembly/dismantling of large equipment.

The exhibitor or his project manager must set up a work schedule taking into account a chronological order of assembly, to avoid tasks at different levels in the same site and to carry out these tasks using suitable means.

These means can be common to several workers or companies.

This chronological order will be in the same way adapted to dismantling.

The external working areas must be marked out or cordoned off with barriers so that they are inaccessible to people not involved with the assembly. The fences or barriers must in all cases be stabilised so as not to overturn if there are gusts of wind or if knocked into by a vehicle.

IX.4. SITE CONNECTIONS / LIGHTING

IX.4.1. Regulations

Electrical installations on the worksite must be carried out according to regulations in force.
The personnel working on the electrical installations must have received training and must hold an approval certificate under publication UTE C 18510.
Moreover, companies, which use the installations, are required to point out immediately any defect or deterioration they observe to the managers of the Exhibition site.
An approved body must inspect the worksite electrical installation before being brought into service. This inspection report must be available for consultation and kept on site throughout the assembly and dismantling periods.
To avoid risks of electrocution, deterioration of electricity cables, and the multiplication of connections on a same line: Unauthorised connections on the existing power points in the halls will not be tolerated.
All the worksite cables and extension leads must be in good condition and compliant with current standards.
Worksite electricity cabinets are available from the Park.

The technical traps of the halls must be correctly closed or protected in case of temporary opening to avoid any risk of falling of people.

IX.4.2. Lighting

The general lighting in the work areas must be compliant with lighting regulations determined by decree nr 83.721 of 2 August 1983 and repeated in the work code in articles R 4223-1 to 12

Light intensity in working areas must be at least 120 Lux, and 60 Lux in traffic movement aisles.

The assembly and dismantling of decors may obscure the light in the halls (roofing, canopy, stretched ceiling, mezzanine floor…), so provisional lighting must be provided.

IX.5. PREVENTION OF RISKS OF PROFESSIONAL DISEASES

IX.5.1. Hazardous materials

It is imperative for any company that needs to use hazardous products to send the safety data sheets to the Safety Coordinator and to the Fire Safety Control Agency, and put in place the protection measures specified on the sheet.

Companies are informed that any glue, resins, paint and products used must be free from solvent, ether, glycol, and be odourless and antiallergic.

IX.5.2. Noise disturbance

The use of noisy machines or equipment must adhere strictly to current regulations.
All necessary methods and provisions must be used (hood, screen, silencer etc…) so as not to exceed the regulatory limits as regards acoustic levels.

IX.6. RULES FOR USE OF ELECTRICAL TOOLS, FIXED OR PORTABLE.

To avoid dust, fumes emission or noxious emanations when fixed or portable electrical tools are used (Saws, sanders, blowtorches, welding torches, etc…), efficient protection means must be provided (Central vacuum, masks, glasses…).

Only water disc cutters will be allowed for cutting tiles, stones…

To be accepted into the halls, electrical tools, fixed or portable, must be equipped with a vacuum or dust collection system.
Art. R 4412-70 of code of work

These appliances must be compliant with the standards (CE), be in good operating condition and equipped with their protective shields. They must in no circumstances be placed in the movement aisles, and the electricity supply must be disconnected when they are not in use.

IX.6.1. Fire permit

An extinguisher appropriate to the risks must be placed by the user company near hot point work (welding stations, etc…)

For any grinding or welding operation, a fire permit must be applied for from the venue department in charge.

Gas bottles under pressure must be protected from knocks, falls and heat, and no unauthorised person must be able to have access to them.

It is forbidden to keep or store gas bottles, full or empty, in the halls.

X. FIRE SAFETY

The fire safety regulations are deposited with the organizer and available in the Exhibitor Guide.

The Official Safety Committee is very strict as regards structural construction (construction and decoration materials, solidity and stability of structures, upper floors, emergency provisions, electrical fittings, etc...).

The decisions taken by the committee during its tour of inspection are enforceable immediately.

At the time of this Committee's tour of inspection, the stand installation must be complete. The exhibitor (or his representative) must be present on the stand and be in a position to supply fire reaction reports drawn up by an approved French laboratory in respect of all materials used, together with the reports of inspections of electrical installations, soundness of structures, etc...

Failure to respect these regulations may involve the removal of materials, or it may be forbidden for the stand to be opened to visitors.

XI. ORGANIZATION OF EMERGENCIES

XI.1. COMPANY EMERGENCY MEASURES

The company must have a first aid kit available on the site. The contact details of the show's emergency first aid post are indicated on the halls plans.

The first-aid worker present within each company on the site will provide first aid in the event of an accident. One first-aid worker for ten workers.

They must wear an identification pictogram on an armband or on their helmets and their names must be entered in the I.H.S.P.P.

In case of accident precise:

The halls

The stand name

The lane and the stand number

Number of people involved and injuries kinds

XI.2. COLLECTIVE ORGANIZATION OF THE SHOW

Reminder of the emergncy phone numbers

EMERGENCY POST Hall 6. + 33 (0)1 48 63 31 16
GENERAL SURVEILLANCE POST: Tel: +33 (0)1 48 63 30 49

The emergency phone numbers are displayed at the Exhibitor Desk Service.

XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN

All the exhibitor's stand providers must draw this document

At least 30 days before any assembly for main contracts
At least 8 days for work of short time and/or finishing work.

All the companies working for the exhibitor must give this form to stand employer and to the safety coordinator if the case arises before any work on building site.

It gives a detailed analysis of the construction and execution processes as well as the chosen operational methods when they have a particular effect on the health and safety of the people working on the site.

XII.1. THE EXHIBITOR

The exhibiting company must give a copy of the Safety Instructions drawn up by the show Safety Coordinator to their service providers or to the safety coordinator appointed for his stand. This document deals with the selected general organization measures which are of a nature to have an influence on the health and safety of the workers.

XII.2. COMMUNICATION OF THE DOCUMENT

The stand Safety Coordinator is required to communicate to every company working on the site (at their request) the names and addresses of the other contracting companies, together with their I.H.S.P.P.

XII.3. AVAILABILITY OF THE I.H.S.P.P.

A copy of the I.H.S.P.P. must be available at all times on site for consultation by the companies concerned.

EQUIP AUTO 2015

FROM 13 TO 17 OCTOBER • PARIS NORD VILLEPINTE EXHIBITION CENTRE • FRANCE

INTERNATIONAL EXHIBITION FOR AUTOMOTIVE AFTERSALES AND SERVICES

an event by

comexposium

The place to be

Refund of French TVA (VAT)

According to the European Tax Legislation, organisers of international exhibitions and service companies have to invoice all services with 19.6 % French Value Added Tax (TVA).

Foreign companies **(EU or non-EU)** are, **under certain conditions,** entitled to a refund of TVA paid.

> **Important**
> Companies not belonging to the European Union have the obligation to appoint a French tax representative in order to apply for a tax refund.

To receive further information about the refund claim and the refund procedure, exhibitors can contact directly our French Tax Representative, TEVEA INTERNATIONAL (see reply coupon below).

TEVEA International is specialized in handling TVA refund claims and will take care of the entire procedure until payment of your refunded amount. The procedure will be simple and easy for your company.

---------- **Reply Form** ----------

Please return to: **TEVEA INTERNATIONAL**
29-31, Rue Saint-Augusti – 75002 PARIS - FRANCE
Tél. : +33 (0)1 42 24 96 96 – Fax : +33 (0)1 42 24 89 23
Contact : Antonella POLI
Email: mail@tevea.com
www.tevea-international.com

Siret No.: 331 270 280 00059

We participate at the following exhibition:

EQUIP AUTO 2015 – From 13th to 17th October 2015 – Exhibition Park Paris Nord Villepinte

Please send us all information and documents concerning the TVA refund claim in following language:

❒ FRENCH ❒ ENGLISH ❒ DEUTSCH ❒ ITALIAN ❒ SPANISH

Company: .....

Address: .....

.....

Postal-code:.....Town:..... Country: .....

Tel:.....Fax: ..... Email: .....

Contact name:..... Date and signature: .....

Form MANDATORY AFFIDAVIT WHEN USING A SERVICE PROVIDER IN FRANCE RESIDING OR ESTABLISHED ABROAD

Please return before September 11th, 2015 to:

DIRECCTE – 14ème section

1, Avenue Youri Gagarine 93016 BOBIGNY CEDEX - FRANCE

Tél. : +33 (0)1 41 60 53 24 Fax : +33 (0)1 41 60 22 97

Courriel : dd-93braches.entreprises@travail.gouv.fr

Exhibitor no.

Company name: ……...
Case manager: ……..……..
Address: ……..
Postcode: ……..…… Town/City: ……
Country: ……...
Tel: : …… Fax: ……..
Mobile: ……

E-mail: ……..

Location reference

Stand no.: …… Pavilion: ……

IMPORTANT: SWORN AFFIDAVIT

I the undersigned ……...
Acting as: ……
For: ……...
Located at:……
Solemnly declare that I: ……

• understand the mandatory formalities required for a service performed in France by a company established or domiciled abroad,
• shall comply and ensure compliance by my service provider with all the aforementioned formalities.

Mandatory Corporate Seal

Drawn up and signed in……., on ……

Authorized person's last name, first name, and signature, preceded by the wording "lu et approuvé" [read and approved]·

FORM: SECONDMENT STATEMENT
Use of Foreign Labour by a Service Provider

Please return[1] before September 11th, 2015 to:

in French, by fax or electronic transmission

DIRECCTE – 14ème section

1, Avenue Youri Gagarine 93016 BOBIGNY CEDEX - FRANCE

Tél. : +33 (0)1 41 60 53 24 Fax : +33 (0)1 41 60 22 97

Courriel : dd-93braches.entreprises@travail.gouv.fr

EXHIBITOR

Company name: …… Address: ……

Contact : ……

Tel.: : ……Fax: ……..... Postcode: …… Town/City: ……..……

E-mail: ……..…… Country: ……..……..

IMPORTANT: the Secondment Statement must be submitted regardless of the seconded foreign employee's nationality

1 - Service Provider (employer)

Name or Company Name			
Full foreign address			
Telephone		**Fax or e-mail**	
Legal Form			
Employer inscription or registration in the country of establishment		**Register**	
		References	
Corporate director's(s') identity			

2 - Service Provider's representative in France (identity of the representative for the duration of the service)

Last Name			
Address			
Telephone		**Fax or e-mail**	

3 – Service Provider's Principal

Name or Company Name	
Address	

4 – Service in France

Core activity performed			
Address(es) (work site, firm)			
Start Date		**Expected Date**	
Use of dangerous equipment or processes		NO	YES, please specify
Workday start time [2]			
Workday end time [2]			
Number of rest days per week [2]			

FORM: SECONDMENT STATEMENT
Use of Foreign Labour by a Service Provider (cont.)

5 - Seconded Employees (3) (list may be continued on a separate sheet if necessary)

No.	Last Name	First Name	Date of Birth	Nationality
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

No.	Employment Contract Date in Country of Origin (4)	Professional Qualification	Job held in France	Gross monthly salary in France (€)(5)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Collective Accommodations / Address	

Mandatory Corporate Seal:

Date:

Filer Signature:

(1) An employer who has not filed a statement with the Labour Inspectorate may be subject to a fine provided for third class misdemeanours.

(2) In France, at least one day of rest per week must be granted (a week being understood as from Monday at midnight until Sunday at 11:59 p.m.). The maximum working week is 48 hours per week and 10 hours per day. There is a break between the start and end of work each day and a break is mandatory after 6 hours of effective continuous work.

(3) The employer must specify the identity of all employees to be seconded in France, whether they are European Union nationals or from a non-EU country

(4) Seconded workers in France must be employed before secondment.

(5) Please remember that the minimum hourly rate is €9.61 gross per hour as of 1 January 2015

WORK PERMIT FORM

For a secondment lasting less than three months for foreign employees

Form to be completed and returned before September 11th, 2015 to:

with the items and tables attached in French, by registered letter

DIRECCTE – 14ème section

1, Avenue Youri Gagarine 93016 BOBIGNY CEDEX - FRANCE

Tél. : +33 (0)1 41 60 53 24 Fax : +33 (0)1 41 60 22 97

Courriel : dd-93braches.entreprises@travail.gouv.fr

Exhibitor

Company name: ……..

Contact: ……

Address 1: ……

Address 2: ……

Postcode: …… Town/City: ……

Country: ……

Tel.: : …….. Fax: ……....

Tel.: Professional (mobile preferably): ……..…

E-mail: ……..

EMPLOYER'S HANDWRITTEN REQUEST Or, where appropriate, by a person established in France duly authorized to perform administrative procedures in his name and on his behalf presenting the reasons for the secondment and the type of jobs performed in France by the seconded employee(s).

Mandatory Corporate Seal

This procedure is not applicable to employees who are European Union or European Economic Area (EEA) nationals, or to foreign – non-EU citizen – employees who are legally employed by a firm established in the EU, as the latter are not subject to a work permit.

The exempt countries are as follows:
Germany, Austria, Belgium, Bulgaria, Cyprus, Denmark, Spain, Finland, France, Greece, Ireland, Italy, Luxemburg, Malta, The Netherlands, Portugal, United Kingdom, Sweden, Estonia, Hungary, Latvia, Lithuania, Poland , Slovakia, Slovenia, Romania, Czech Republic, Iceland, Liechtenstein, Norway , Switzerland, Andorra , Monaco, and San Marino.

ITEMS TO ATTACH, DRAFTED IN FRENCH

1. One copy of CERFA [French Administrative Form Registration and Revision Centre] form no.13647*01 "Request for a Work Permit for a Seconded Employee (excluding intra-group mobility)" duly completed (it may be downloaded from www.immigration.gouv.fr); do not attach appendices 1, 2, or 3 listed by the document.

2. A letter signed by the seconded employee, stating that he agrees to leave France when his job is complete.

3. A copy of the seconded employee's passport (identification and validity pages).

4. A secondment certificate in the employee's name or a sworn affidavit regarding an application for registration with the French Social Security (in the second case, Social Security registration shall be established through the Bas Rhin URSSAF [Social Security Contribution Collection Office] located at 16 rue Contades, 67307 Schiltigheim Cedex
Tel.: : +Fax: +33 (0)369323008
33 (0)1 70 96 13 00 e-mail: cnfe.strasbourg@urssaf.fr
Website: www.strasbourg.urssaf.fr

5. If a third party is authorized by the employer established abroad to submit the work permit request to the administration, the original of the employer's letter authorizing this person; the authorized person must be capable of providing the requested information and documents.

Date: .....

Filer Signature: .....

WORK PERMIT FORM for a secondment lasting less than three months for foreign employees (cont)

no.	Last Name	First name	Gender	Date of Birth	Nationality
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

no.	Expiration Date	Service Start Date	Service End Date	Remuneration (1)	Social Security Secondment(2)	
1					YES	NO
2					YES	NO
3					YES	NO
4					YES	NO
5					YES	NO
6					YES	NO
7					YES	NO
8					YES	NO
9					YES	NO
10					YES	NO

(1) Gross monthly wage or hourly wage if the secondment is less than one month (in euros). Please note the minimum hourly rate is **€9.61 as of January 1st, 2015**

(2) Circle the appropriate wording.

COMEXPOSIUM

70 avenue du Général de Gaulle

F-92058 Paris La Défense Cedex

Tel: +33 (0)1 76 77 11 11

Fax: +33 (0)1 76 77 12 12

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